

MONTANA DNRC

Forestry & Trust Land Management Divisions

ANNUAL PLAN OF WORK

State Fiscal Year 2009 – July 1, 2008 through June 30, 2009

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STRATEGIC GOALS OF FORESTRY & TRUST LAND MANAGEMENT DIVISIONS

- Be the employer of choice by creating and sustaining an organizational climate that attracts, develops, and retains a workforce that is honest, competent, forward-thinking, and effective.
- Exert leadership in the stewardship of Montana's natural resources.
- Create an adaptable organization that can drive and respond to change.
- Increase outreach and involvement.
- Manage surface and mineral resources to provide substantial levels of trust revenue, stewardship, and public benefits consistent with our fiduciary duty and legal commitments. (*Specific to TLMD*).

FORESTRY DIVISION MISSION

To ensure sustainability of Montana forests, rural lands, and communities through cooperative wildland fire protection, sound forest management practices, and by promoting a viable forest-based economy.

The Forestry Division consists of the following programs: Forestry Assistance, Fire & Aviation Management, Business Management, and Forest Policy. The Forestry Division programs have an annual budget of \$12 million and are carried out by approximately 168 FTE statewide.

TRUST LAND MANAGEMENT DIVISION MISSION

To manage the State of Montana's trust land resources to produce revenue for the trust beneficiaries while considering environmental factors and protecting the future income-generating capacity of the land.

The TLMD is divided into four primary programs: forest management, agricultural and grazing management, real estate management, and minerals management.

TRUST LAND MANAGEMENT DIVISION OBJECTIVES

I. PERSONNEL MANAGEMENT

- A. Develop and enhance employee leadership skills to anticipate emerging management challenges.
 - 1. Provide annual leadership training and technical training opportunities to employees to promote professional development and job competency.
- B. Transfer institutional knowledge through succession planning to the TLMD workforce of the future.
 - 1. Coach, develop, and mentor employees by developing and implementing a Career Development Plan for each employee.
- C. Protect employee safety.
 - 1. Strive to create a safe working environment by routinely inspecting subordinate work areas, promptly addressing unsafe working conditions, and reporting all accidents/injuries in a timely manner to the appropriate personnel.

II. ENHANCE RATE OF RETURN FROM TRUST LANDS

- A. Allocate personnel to programs to promote the highest return from land while meeting statutory obligations.
 - 1. Generate \$60 million in annual gross revenue for the trust beneficiaries from existing trust land management activities including agriculture and grazing management; mineral development; forest management; and real estate management, while also implementing new and alternative methods of revenue generation from land management.
 - B. Implement programs to increase trust land revenue.
 - 1. Utilize land banking to identify poorly performing properties while acquiring accessible, higher revenue-producing properties (20,000 acres). Sell 20,000 acres of trust land.
 - 2. Participate fully in oil and natural gas development in eastern Montana.
 - 3. Consider marketing timber sales to maximize price (size of sales, timing of sales, location, and timely salvage of burned timber).
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4. Implement the Whitefish Plan and seek out other conservation leasing/easement opportunities.
5. Secure permanent access to trust lands – 10,000 tributary acres.

III. RESOURCE MANAGEMENT/STEWARDSHIP

- A. Complete all agricultural and grazing lease renewal evaluations and take corrective actions to address any management problems.
- B. Complete timber sale inspection reports and take corrective actions to address any management problems.
- C. Identify and resolve minerals management problems on oil, gas, or coal leases.
- D. Inspect all cabin/homesite and special leases/licenses currently up for renewal/review and/or areas in decline and take corrective actions to address any problems.
- E. Develop and implement DNRC/TLMD weed management plan.
- F. Complete Forest Improvement projects within budgets, treatment plans and timelines.
- G. Complete State Forest Land Management Plan monitoring requirements and utilize data to design future projects.

IV. PLANNING AND FISCAL REPORTING

- A. Complete draft Habitat Conservation Plan (HCP). Draft EIS to be completed by FY09
- B. Participate in the EQC studies for HJ 57. Develop EQC-recommended legislation for conservation easements.
- C. Prepare for the FY10/11 biennial legislative session.
 1. Draft legislation on Trust land funding.
- D. Complete Return on Asset Report for FY08 by November 1, 2008
- E. Complete the FY08 Annual Report by November 30, 2008.
- F. Reduce energy consumption (utilities, gasoline consumption, etc.) as required by the Governor's 20X10 Initiative for state agencies.

FORESTRY DIVISION OBJECTIVES

ADMINISTRATION

- A. **Public/Cooperator/Legislative Relations** - Maintain effective working relationships with the public, DNRC cooperators, and respond to inquiries from Governor's office and legislature as needed.
- B. **Budget Management, Reporting, and Executive Planning** - Allocate and manage budgets within established parameters. Annually develop and implement an internal plan (including mid-year and fourth-quarter budget forecasts) to fully expend budgets and manage budget shortfalls. Evaluate operations/equipment budgets and needs, review FTE hardwire plan, and prepare Executive Planning Process proposals for submittal to Division budget analysts.

FIRE & AVIATION MANAGEMENT

- A. **Wildfire Pre-Suppression and Suppression** - Ensure safe, economic, and efficient protection of life and property from damage by wildfire within state and county fire protection boundaries. Control 95% of all DNRC direct protection wildfires at 10 acres or less.
- B. **Wildfire Training and Assistance** - Conduct training required for employees and cooperators to accomplish safety and professional development goals within the fire program. Ensure appropriate level of assistance is provided to local government cooperators to maintain firefighting capacity.
- C. **Air Operations** - Manage DNRC fire aviation resources according to Air Operations (1500) Manual to provide safety and effective aviation support.
- D. **Wildfire Equipment Development and Maintenance** - Provide safe and efficient fire equipment through adequate inspection and maintenance program. Maintain existing statewide radio communications system and continue move to narrowband technology.
- E. **Wildfire Prevention** - Reduce preventable wildfires and resource loss through proactive prevention planning and administration of fuel reduction projects on state and private lands. Participate in preparation and implementation of Community Wildfire Protection Plans.

FORESTRY ASSISTANCE

- A. **Forest Practices** - Administer Forest Practices programs as directed by program implementation policy and such that an appropriate number of logging operations are inspected for compliance with forest practices requirements. Assist with

selection of Best Management Practices audit sites, and participate on BMP audit teams as requested.

- B. **Forest Health and Stewardship** - Participate in Forest Stewardship landowner workshops, and provide assistance to private forest landowners to improve health of private forests in Montana.
- C. **Conservation Seedling Program** - Market seedling products of the state nursery for use in reforestation, shelterbelts, windbreaks, and restoration projects.
- D. **Urban Forestry** - Participate in annual Arbor Day celebrations as requested, and provide support and local contacts to UCF staff.
- E. **Resource Conservation and Development Councils** - Provide assistance to RC&Ds to achieve Council forestry objectives.
- F. **Forest Biomass** - Provide informational and technical assistance for ensuring adequate supply of biomass material for Fuels for Schools projects statewide.

FOREST POLICY

- A. **Outreach/External Affairs** - Establish effective working relationships with internal DNRC staff, state legislators, congressional staff, governor's office staff, key interest groups, and resource management leaders.
- B. **Information & Education** - Provide analysis, communication and technical assistance on forestry-related policies, regulations, and legislation at national, regional, and state levels.
- C. **Legislative Affairs/Special Projects** - Provide support to the Forestry Division Administrator on state legislative affairs and special project of benefit to the Forestry Division.

BUREAU/PROGRAMMATIC WORK OBJECTIVES (FORESTRY)

BUSINESS MANAGEMENT BUREAU

FISCAL REPORTING REQUIREMENTS

- A. Develop an internal plan by program to fully expend budgets and identify potential retirement payouts and program budget shortfalls by September 1, 2007.
- B. Complete mid-year budget forecasts by program and provide to the division fiscal staff by January 21, 2009. Forecasts to include a plan to offset personal service/operations shortfalls or expend surplus vacancy savings/operations (if applicable).
- C. Complete budget forecasts for the fourth quarter by program and provide to the division fiscal staff monthly by the following dates:
 - April 15, 2009
 - May 15, 2009
 - June 15, 2009.

FISCAL PERFORMANCE MEASURES

- A. Balance budget by program to the first level budget category (61000 for personal services, 62000 for operations, 63000 for equipment).
- B. Communicate any changes in budget status from the mid-year review to division fiscal staff as necessary.
- C. Expenditures above appropriation levels should be pre-approved by the division fiscal staff.

EXECUTIVE PLANNING PROCESS FOR 2009 LEGISLATIVE SESSION

- A. Evaluate operations/equipment budgets and prepare EPP documentation for submission to division fiscal staff by February 15, 2009.
- B. Review FTE hardwire plan by program and communicate changes to division fiscal staff by June 30, 2009 for implementation to MBARS.

FACILITIES PLANNING

- A. Construct improvements at a number of DNRC facilities located across the state. Projects already identified include:
 - 1. Replace well at Anaconda Unit.
 - 2. Construction bathroom addition at Missoula Unit.
 - 3. Convert coal storage unit at Central Land Office to office space and heated shop and cache.
- B. Begin construction on new office facility in Kalispell prior to June 30, 2009.
- D. Finalize planning for Forestry Division expansion by June 30, 2009.

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FIRE & AVIATION MANAGEMENT BUREAU

EQUIPMENT DEVELOPMENT PROGRAM (EDC)

- A. Provide safe and efficient fire equipment.
 - 1. Complete all projects in FY08 EDC work plan.
 - 2. Maintain existing statewide communications system and continue move to narrowband technology.
 - 3. Maintain and manage the Federal Excess Property Program. Initiate the Department of Defense screening and acquisition program.
 - 4. Inspect and maintain all fire program equipment. Complete annual vehicle inspections (F1006) and submit to EDC Section Supervisor by 6-15.

FIRE PREVENTION PROGRAM

- A. Reduce preventable wildfires and resource loss, with special emphasis on wildland/urban interface areas.
 - 1. Complete annual Unit and Area Fire Prevention Plans, submit to Prevention Specialist by 4-1, and accomplish indicated prevention actions.
 - 2. Participate in local Community Wildfire Protection Planning, including reporting of plans completed to the Fire Prevention & Training Section.
 - 3. Develop and maintain GIS-based maps defining fire protection responsibilities in Montana.

4. Provide adequate investigation and complete follow-up procedures, including the billing of responsible parties per DNRC guidelines.

FIRE PRE-SUPPRESSION AND SUPPRESSION PROGRAMS

- A. Update and implement mobilization plans and related annual operating plans. Land offices report number and date of plans updated.
- B. Maintain updated County Cooperative Agreements and the Fire section of the Emergency Operations Plan with all counties and submit copy to Rural Fire Coordinator. Land offices report number of agreements updated.
- C. Provide qualified and trainee personnel for interagency Incident Management Teams per guidelines. Report number of personnel on teams.
- D. Develop Type III incident management team capability. Land Offices report the number of Type III teams in place.

FIRE TRAINING PROGRAM

- A. Conduct training required for employees to accomplish professional development within the fire program. Report number and types of courses and trainees.
- B. Conduct annual firefighter safety training per guidelines. Report number of trainees.
- C. Provide State/County Cooperative Fire Program training per guidelines. Report number and type of course and number of trainees.
- D. Conduct field reviews of private contractor training sessions. Report number and type of courses reviewed.
- E. Maintain training and qualification records for DNRC employees and cooperators using the Incident Qualification System.

FIRE ADMINISTRATION

- A. Determine existing offset acreage between the USFS/BLM/FWS and DNRC.
- B. Continue the implementation of the DNRC Fire & Aviation Strategic Plan.
- C. Implement recommendations of the 2005 Legislative Program Performance Audit.
- D. Complete all FEMA and other agency fire billing.

- E. Continue tracking daily estimated fire costs using the MT-CARS system.
- F. Continue development of a Fire Program analysis. Provide analysis on interagency, as well as DNRC 'stand alone' basis.

VOLUNTEER FIRE ASSISTANCE (VFA) & RURAL FIRE ASSISTANCE PROGRAMS

- A. Administer the Volunteer Fire Assistance (VFA) and Rural Fire Assistance (RFA) program. Report number of grants and total dollars allocated.

AIR OPERATIONS PROGRAM

- A. Manage the fire aviation program per Air Operations (1500) Manual to provide safety and effective aviation support.

NATIONAL FIRE PLAN

- A. Complete work on existing National Fire Plan grant projects, closeout and final reporting. Report number of projects completed, acres treated, and funding amounts.
- B. Implement new, approved National Fire Plan Projects.
- C. Develop project(s) and submit grant applications(s) for National Fire Plan cost-share projects.

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FORESTRY ASSISTANCE BUREAU

FOREST PRACTICES

- 1A. Ensure compliance with Montana's forest practices laws, rules and policies.
 - 1. Administer Montana's Forest Practices Program in accordance with applicable laws, rules, policies and standards and guidelines.
 - a. *Work with field staff to review Forest Practices laws, rules, guidance and forms, determine the need for revisions and complete revisions.*
 - i. *Complete revisions to affidavit form*
 - ii. *Develop and finalize site visit form*
 - iii. *Investigate change in BMP Notification Law location within law and make appropriate correction in manuals and on web site. 76-13-131 thru 135 may have been moved to Slash Law.*
 - b. *Complete evaluation of HRA database and associated programs for future efficiency and web-based interface.*

- i. *HRA database redesign Phase II – fully implemented by November 30*
 - ii. *Evaluate and update Master database as appropriate for use in Industry BMP site selection process. Completed by April 1, 2009.*
 - c. *Conduct Field Office and Partner visits – a minimum of 12 by June 30, 2009.*
 - d. *Implement necessary enforcement actions in a timely manner as dictated by law and directed in the Forest Practices Procedures Manual.*
- 2. Provide an active on-site forest practices administrative presence; pre-harvest, during harvest and post-harvest.
 - a. Provide to landowners and loggers harvest method and silvicultural guidance, including new approached and harvest techniques.
 - b. Inform landowners and woods workers about relevant laws and timber harvest BMP's.
 - c. *Develop field visit reporting form for use by Service Foresters in documenting site visits.*
 - d. *Communicate to landowners that Service Foresters can provide pre-harvest expertise on all aspects of timber harvest.*
- 3. Monitor Mill compliance with HRA law.
 - a. *Develop and implement a mill audit process and audit a minimum of 3 mills by June 30, 2009.*
- 4. Actively participate in the Best Management Practices Program through audit team and BMP working group membership, information and education outreach, site visits, identification of Family Forest audit sites and timely and accurate reporting to the Environmental Quality Council on the application and effectiveness of BMPs.
 - a. *Conduct logistics for 2009 BMP Audits.*
 - b. *Complete and publish the 2009 BMP Audit results by December 1, 2009.*
 - i. *Provide draft mock up of a BMP Audit short version report on the lines of an Inside Forest publication by September 1, 2009.*
 - ii. *Contact State, Federal and Industry for internal audit results for incorporation in to Audit Results document.*
 - c. *Continue work with BMP Technical Working Group to finalize Legislative Audit Division's program audit recommendation by February 1, 2009 and begin implementation process.*
 - d. *Assume leadership of Fish Passage Sub Committee and Finalize Fish Passage training package by October 1, 2009.*
 - i. *Provide fish passage training for DNRC Service Foresters.*

- e. *Working with the BMP Technical Working Group, develop Family Forest BMP information and education program.*
 - i. *Produce and Inside Forest BMP document by April 1, 2009.*
- 5. Provide necessary program outreach through educational opportunities, publications, public contacts and interagency collaboration.
 - a. *Continue Bureau/Field participation in the MLA BMP workshops*
 - b. *Develop and publish a 2009 version of the Slash Field Guide.*
 - c. *Evaluate current delivery of Forest Practices landowner information and education and develop a revised delivery strategy.*
 - d. *Review and revise Forest Practices web pages such that programs, laws, rules, information and education opportunities are presented correctly, efficiently and effectively.*
 - e. *Monitor supply of Bureau education and information materials and keep Bureau Program Managers aware of supply status.*

FOREST STEWARDSHIP

- 2A. Maintain or improve forest conditions on Montana's Family Forest lands. **(I&E, TA, FA)**
 - 1. Engage Montana Family Forest Landowners in the development, revision and implementation of forest management plans that incorporate sound stewardship principles and land management objectives.
 - a. *Continue working with USFS, MSU and MFSSC to interpret and incorporate federal Stewardship Strategy, Standards and Guidelines and monitoring requirements into our existing program.*
 - b. *Integrate the USFS "plan monitoring" provision into a format for re-verification of stewardship management plans, identify targets for FY08/09 and deploy to the field.*
 - i. *Provide 2009 monitoring site list to field by July 31, 2009*
 - ii. *Provide 2009 monitoring site list to field by March 1, 2009*
 - 2. Montana private forest landowners have access to the quality forestry technical assistance necessary to meet their forest resource management needs.
 - a. Provide support to Service Foresters as they work with forest landowners and Local Wildfire Rehab and Recovery Teams, as they develop, in providing post wildfire rehab and recovery assistance to impacted landowners.
 - b. Complete revisions to Forestry Accomplishments database by October 1, 2009.
 - 3. Actively pursue financial assistance opportunities and distribute funds to landowners implementing stewardship-based management plans.

- a. *Complete commitment of all remaining FLEP funds such that projects can be completed and close by end FY 09.*
 - b. *Continue to aggressively promote and monitor utilization of EQIP program to direct landowners to cost share opportunities and leverage operations funds for DNRC Area Offices.*
 - i. *Work with NRCS Bozeman Office and Service Foresters to implement 2009 EQIP Forestry Special Initiative.*
 - c. *Work through State Wildfire Rehab Group to develop a strategy to secure a consistent source of landowner wildfire rehab funding.*
 - 4. Continue to enhance information and education outreach specific to the needs of Family Forest Landowners and promote forestry information and education outreach to the citizens of Montana.
 - a. *Reorganize "Inside Forests" program and develop priority timeline for printing and distribution.*
 - b. *Identify and address web site shortcomings such that the site is useful, efficient and effective.*
 - c. *Provide representation on the Montana Natural Resource Youth Camp steering committee.*
 - d. *Provide representation of the Montana Project Learning Tree Statewide Committee and work to reestablish its presence in the state.*
- 2B. Continue to foster and maintain relationships with agencies, groups and organizations that include Forest Stewardship objectives within their organizational guiding principles. **(PARTNERSHIPS)**
- 1. Provide active representation on forest landowner-directed groups such as the Montana Forest Stewardship Steering Committee, Stewardship Foundation, MFOA, Montana NRCS State Technical Committee and Tree Farmers.
 - 2. Maintain and improve working partnerships such as USFS State and Private Forestry, Montana Logging Association and Montana Wood Products Association.
 - a. *Participate with Montana Forest Council to act as a liaison between DNRC Programs and MFC.*
 - 3. Partner with NRCS through the Bozeman Office and the Montana State Technical Committee on 2007 Farm Bill Rules development, identification of State Priorities and incorporating Farm Bill forestry emphasis into local Districts planning.
 - a. *Begin strategy in anticipation of Joint Forestry Team MOU signing.*
 - 4. Keep communication with local conservation districts and NRCS offices.

- 2C. Work with Field Offices and partners to continue integration of the 2007 Farm Bill and USFS State & Private Forestry Redesign into Bureau programs delivery. **(FEDERAL REDESIGN)**

1. *Coordinate efforts to update Federal Spatial Analysis Project. Assess and its transition to Statewide Assessment.*
2. *Develop timeline and plan for organizing statewide assessment procedures, partners and budgets by January 1, 2009.*
3. *Develop implementation timelines and meet established FY09 benchmarks for Butte, Blackfoot and Swan 2009 Competitive Grant projects.*
4. *Complete and submit FY09 Competitive Grant project by September 19, 2009.*
5. *Develop 2010 Competitive Grant application process that has packages largely completed by June 1, 2009.*
6. *Continue participation in Multi-Agency Integrated Restoration Strategy Group.*
 - a. *Participate in Butte project to assure development of a project complimentary to the intent of the Butte Comp Grant project and the goals and objectives of the MA-IRS Group.*
 - b. *Work with MA-IRS Group to identify a 2011 project by December 31, 2009.*

CONSERVATION SEEDLING NURSERY

- 3A. Ensure Montana landowners have access to locally-adapted, source-identified, high quality seedlings at a nominal cost.

1. Nursery is managed in a fiscally sound manner such that expenditures do not exceed revenues in any fiscal year.
 - i. *Complete production cost analysis for bareroot seedlings by stock type.*
 - ii. *Follow through immediately on all contacts with potential for long-term production contracts.*
 - iii. *Maximize the amount deposited into the nursery proprietary account until the year-end balance exceeds \$100,000. Goal is \$15000 carryover for FY 2009.*
 - iv. *Evaluate shipping operations. Determine the fiscal and customer impact of shipping all orders via FedEx verses the current state truck delivery system.*
2. Ensure long-term availability of plant materials selected for their adaptation to Montana conditions.
 - i. *Maintain all seed orchards in a healthy and productive state.*
 1. *Prune all dead and damaged materials, maintain weed free, replace over-mature plants.*
 - ii. *Review all seed stratification and handling procedures. Identify areas for improvement and document each process in a seed handling and stratification manual.*

- iii. *Maintain adequate seed inventory for all conservation species.*
 - 3. Make annual direct contacts with partners and customer groups to identify seedling trends and needs throughout the state. Continue building partnership base over time.
- 3B. Expand nursery containerized seedling production capacity as seedling demand dictates.
 - i. *Produce at least six thousand 100 cubic inch container transplant seedlings in FY 2009. Expand this production as demand dictates.*
 - ii. *Utilize 99% of current greenhouse space during entire growing season.*
 - iii. *Fulfill production contracts for Silver Bow Creek, Milltown Dam, Northern Cheyenne, USFWS Bighole River, and TNC Centennial Valle within 90% of request.*
 - iv. *Construct additional outdoor growing space for large container production.*
- 3C. Increase public awareness of the Nursery and the products provided.
 - 1. Present a nursery program overview at the annual meetings of partners, distributors, customer organizations and other conservation-oriented entities.
 - a. *Present at Integrated Pest Management training workshop in nine towns along the Northeast part of the state as requested.*
 - b. *Provide a marketing booth at the annual meeting of the Montana Association of Conservation Districts.*
 - i. *Work with MACD to plan a tour of Conservation Nursery in conjunction with the annual meeting.*
 - c. *Participate in MSU Extension shelterbelt workshops when offered.*
 - 2. Develop publications, articles and brochures for public distribution to promote the nursery and services provided.
 - a. *Work with Department staff to develop a policy statement and public information plan addressing the Department decision to terminate the growing and sale of Russian Olive.*
 - b. *Distribute a fall Nursery Notes publication to nursery customers with useful planting information, details on new delivery system and a reminder to order.*
 - i. *Include Russian Olive statement in Nursery Notes.*
 - c. *Develop Nursery Information packet for distribution to Service Foresters, Land Use Specialists and other partners.*
 - 3. Expand the nursery web site to include an extensive page on seedling planting, care, and other resources available to landowners. FY 2009
 - a. *Add twenty suitable links to other information sources to nursery web page.*

b. Add pdf files for all nursery publications.

BIOMASS UTILIZATION

- 4A. Provide technical and financial assistance to facilities operating or interested in developing biomass heating systems.
 - 1. *Complete fuel handling and air quality adjustments at Glacier High School, UM Western and Thompson Falls.*
 - 2. *Provide design and construction assistance to the Deer Lodge Correctional Institution and the Deer Lodge Schools 2009 Fuels For Schools grants projects.*
 - 3. *Obligate remaining Climate Trust Agreement funds by January 9, 2009 or acquire an extension.*
 - 4. *Continue to seek and follow DEQ air quality recommendations on all projects.*

- 4B. Expand the range of facilities that participate in the biomass heating program.
 - 1. *Initiate two new biomass utilization projects (for heat or other uses).*
 - 2. *Support efforts to develop woody biomass cogen projects at interested MT mills.*
 - 3. *Work with Bureau and Field staff to develop and implement biomass utilization portion of S&PF competitive grant projects.*
 - 4. *Continue work in Kalispell and other locations showing interest in centralized biomass heating in new development sites.*

- 4C. Continue work to change woody biomass management philosophy and practices from seeing biomass as a disposal problem to seeing it as a utilization opportunity.
 - 1. *Work with TLMD to pilot utilization approaches and demonstrate economic results to trustees. Facilitate or assist TLMD in disseminating information to trust lands foresters and foster participation in the field.*
 - 2. *Work with BLM foresters, USFS and DNRC to compile information on the true costs of burning vs. utilization.*
 - 3. *Use MOU with University of Montana Bureau of Business and Economic Research to develop and complete west side supply study and utilize results in development of forest products mill cogen efforts.*

- 4D. Conduct outreach to further the understanding of woody biomass utilization and transfer developing forest biomass utilization and bio-energy information and technology.
 - 1. *Complete Lessons Learned compilation and post to FFS web sites by November 1, 2009.*
 - 2. *Develop one webinar education project and broadcast during FY 09.*
 - 3. *Complete for submission Biomass Supply paper from Forest Biomass Utilization: The Impacts On Forest Resources symposium and post to FFS websites by October 1, 2009.*

4. *Participate in multi-interest group promoting cost-effective conservation and renewable heat/energy in Montana's public schools.*
5. *Pursue development of biomass utilization incentives and changes in RPS.*

- 4E. Expand information available on air quality impacts of existing and potential projects; disseminate information and continue dialogue with air quality regulators about rational approaches to regulating biomass that will minimize impacts on air quality (including impacts from slash burning), but not price new systems out of feasibility.
- 4F. Continue capitalizing on opportunities to supply information to the Governor's advisors, the legislature and others, regarding achievable goals for the state of MT in biomass utilization.

URBAN FORESTRY

Critical Objective: Work with Bureau Staff/SLO Urban Forester and MUCFA to develop statewide UCF strategy reflecting new funding status, personnel changes and federal directives. (January 1, 2009)

- 5A. Promote public understanding of the importance and value of urban forests, the need for sound urban forest management, and the availability of program services. **(I&E)**
 1. Provide program outreach through educational opportunities, displays, publications, public contacts and inter-agency collaboration.
 - a. *Assist field personnel with booth staffing at urban forestry related/interest conferences/meetings.*
 - b. *Follow-through with MUCFA marketing campaigns and assess successful implementation.*
 - c. *Develop a statewide program newsletter protocol for existing and potential program participants.(September 30, 2009)*
 - d. *Keep UCF Program information of website up-to-date.*
 2. Promote key urban forestry activities and programs such as Arbor Day and Tree City USA statewide.
 - a. *Target and communicate with key communities to encourage participation in Arbor Day and Tree City USA programs.*
 3. Identify, monitor and capture "developing" and "managing" community forestry accomplishments in Montana's Western UCF Region communities.
 - a. *Identify and organize existing and planned inventory data into centralized storage.*
 - b. *Complete CARS and UCF GRANTS Federal database requirements. (September 30, 2009)*

- 5B. Ensure proper education and training to all urban forestry practitioners in current arboricultural principles, practices and standards. **(TA, I&E)**
1. Provide collaborative training opportunities to tree care professionals in the public and private sector.
 - a. *Collaborate with AMTOP to plan and execute the 2009 arborist training sessions (funding permitted) at their Annual Conference.*
 - b. *Collaborate with ISA-RMC to host one annual training workshop offering Continuing Education Units in Montana.*
 - c. *Respond to requests from stakeholders for training opportunities*
- organize and/or provide two technical westside community functions.
 2. Promote arborist certification and other professional licensure for public and private tree care professionals.
 - a. *Assist the field with technical workshops, International Society of Arboriculture (ISA) exams, hazard tree training, and various tree care workshops upon request.*
 - b. *List current Montana certified arborists on the Urban Forestry website*
 3. Look into alternative options for providing technical service to communities.
 - a. *Explore existing programs in neighboring states with their use of contracted companies, interns, etc.*
- 5C. Ensure all Montana communities are able to develop, implement and sustain an urban forestry program. **(FA, TA)**
1. Advertise, promote and manage various grants to communities, such as Arbor Day and Program Development grants.
 - a. *Administer the grants to communities program including Arbor Day, Tree City USA, Program Development, Tree Planting and Care grants, and Excellence Awards.*
 2. Encourage communities to maintain and revise their community tree ordinances as necessary.
 3. Make contact with key communities, including personal visits with Westside Tree City USA designees and recent grant recipients as well as other communities with expressed interest in developing their urban forestry program.
 - a. *Make Tree City USA presentations to potential communities.*
 4. Actively pursue financial assistance opportunities and distribute funds to communities.
 - a. *Investigate non-federal funding opportunities through the MUCFA and other sources including NUCFAC grants.*

- 5D. Secure a network of supporters and sustainable partnerships throughout the state to work cooperatively toward sound urban forestry management. **(Partnerships)**
1. Encourage and recruit individuals and organizations of all skill backgrounds and mission diversities to represent their urban forestry interests on the Montana Urban and Community Forestry Association (MUCFA).
 - a. *Assign organization/interests to urban forestry program staff and MUCFA to recruit new members to the advisory council.*
 - b. *Collaborate with local Service Foresters, MSU Extension Agents and Conservation Districts to locate natural resource professionals and other interested individuals for community contacts.*
 2. Continue working with Statewide Conservation Districts to better utilize them in program development
 - a. *Make contact with new MACD Executive Director and renew program relationship.*
 3. Engage municipal leaders and local organizations to further emphasize urban forestry in their respective parks and recreation departments.
 - a. *Have a presence at the Montana League of Cities and Towns and Montana Recreation and Parks Annual conferences.*
 4. Upon request, provide urban forestry representation to organizations such as the Montana Nursery and Landscape Association, Association of Montana Turf and Ornamental Professionals, and Montana Recreation and Parks Association.
 - a. *Provide updates to DNRC Area Managers, Unit Managers and Service Foresters regarding urban forestry projects occurring in their area on a quarterly basis.*

FOREST PEST MANAGEMENT

- 6A. Monitor forest pest conditions and disseminate finding in an informative, useful manner.
1. *Contribute forest pest summaries to MT Forest Conditions Report.*
 2. *Contribute support to aerial detection surveys, distribute information to field offices in appropriate formats.*
 3. *Request special surveillance areas for aerial detection surveys based on current populations and special interest conditions.*
- 6B. Provide resources that enable urban, state, and private forest landowners and forest land managers to understand and manage insect and disease activity.
1. *Update Forest Pest Management Program website to include current contact information, information on specific insect and disease conditions in MT, MT Forest Conditions Report, and links to relevant websites.*

2. *Respond to insect and disease inquiries within 2 weeks of request. Maintain contact with Service Forester when requests occur in their Areas.*
 3. *Conduct trainings and workshops including at least two of the following: Tree Farm Convention, Flathead Forestry Expo, Bitterroot RC&D, Montana Logging Association, Missoula Forestry Expo, UM Mini College, Swan Ecosystem Center workshop, USFS/DNRC training, Forest Stewardship Workshops, and Competitive Grant locations.*
 4. *Work with public information officer to effectively communicate forest insect and disease information to the public.*
- 6C. Prevent establishment of invasive insect and diseases in Montana forests and aggressively manage existing infestations.
1. *Set, monitor, and retrieve gypsy moth traps and report data to MT Dept. Ag.*
 2. *Develop interagency response plan to address possible introduction of non-native invasive forest insects and diseases into Montana.*
 3. *Share information about potential non-native invasive forest organisms with government and public audiences.*
- 6D. Provide financial assistance to conduct insect and disease prevention and restoration activities.
1. *Assist DNRC personnel in submitting forest insect and disease grant proposals.*
 2. *Support existing grants in Lake County, Wild Horse Island, Swan River State Forest, Anaconda Unit, and Stillwater State Forest.*
 3. *Contribute to Competitive Grant projects and proposals as requested.*

###

BUREAU/PROGRAMMATIC WORK OBJECTIVES (TRUST LANDS)

AGRICULTURE & GRAZING MANAGEMENT

- A. Complete field inspections for 2009 lease renewals and submit completed Field Evaluation Forms to Bureau by November 1. Begin work on 2010 renewals as time allows. Recommendations for lease non-renewal (**under ARM 36.25.117**) must be approved by the Area Manager and submitted to the Bureau by October 1. **[77-6-101, MCA and 77-6-201, MCA]** Continue development of the electronic field evaluation process. Purchase tablet computers for field staff as monies are available.

	CLO	ELO	NELO	NWLO	SLO	SWLO	TOTAL
2009 Renewal Leases	284	167	368	8	65	21	913
2009 Renewal Tracts	571	209	570	14	77	53	1494
2009 Renewal Acres	139,098	99,066	158,845	2,394	30,307	19,446	449,159

	CLO	ELO	NELO	NWLO	SLO	SWLO	TOTAL
2010 Renewal Leases	196	201	431	10	68	25	931
2010 Renewal Tracts	319	228	688	17	87	32	1371
2010 Renewal Acres	102,772	113,058	241,750	5,777	38,943	10,417	512,717

- B. Review and approve/disapprove contracts associated with involvement in programs authorized under the federal farm bill, including Direct & Counter Cyclical Program, Loan Deficiency Program and Disaster Program. Review new Farm Bill legislation and develop Division policies or directions as necessary.
- C. Manage County Cooperative Weed Agreements and prioritize weed projects for the monies allocated to the Area Offices **[7-22-2151, MCA and 77-6-114, MCA]**. Implement commitments made under the Area Weed Management plans based on the priorities in the plan. **[Department agreement under the weed audit]** Submit an electronic and hard copy of completed biennial performance reports for each county within the Land Office to the Bureau Weed Coordinator by September 15, 2009.
- D. Identify and initiate corrective action to lease problems such as weeds, pests, grazing management, etc. Investigate and recommend or take corrective action to lease violations such as illegal breaking, illegal subleasing, etc. **[77-6-113, MCA; ARM 36.25.126]**

- E. Identify and inventory dams on state land that are potentially high hazard. In conjunction with surface lessees or the dam owner, develop emergency action plans and maintenance plans for high hazard dams. Pursue opportunities to hire a civil engineer to oversee this process on trust lands.
- F. Support the Land Banking program by conducting or contracting cultural inventories and water right reviews on properties nominated for sale. Assist with the sales and acquisition of properties as needed.
- G. Develop a statewide weed management plan for DNRC lands.
- H. Prior to contract expiration & new enrollment periods, contact lessees with expiring CRP contracts and outline management options for these lands.
- I. Document crops, yields and aftermath grazing during field season. Confirm payments received on Production Reports.
- J. Continue work on the adjudication process for securing water rights on state lands.
- K. Coordinate between Land Offices, DFWP and Bureau on recreational use violations.
- L. Process and issue all recreational use license requests within 60-90 days.
- M. Process and issue trapping license requests within 60-90days.
- N. Prioritize projects for funding using monies from the recreational use account.
- O. Coordinate with DFWP, work priorities and enforcement actions for the Trust Land funded warden positions.
- P. Manage grazing and agricultural leases to generate approximately \$6,500,000 in grazing rentals and \$10,000,000 in agricultural rentals.
- Q. Support Forestry Division fire suppression efforts through implementation of the fire suppression MOU.

###

FOREST MANAGEMENT

NOTE: Forest Management Program objectives are grouped into five overall categories. Individual objectives are prioritized under each category, with the first category specifically involving the field staff. Objectives listed under categories 2-5 pertain more to the Forest Management Bureau Staff and may or may not involve direct field staff involvement.

FOREST MANAGEMENT PROGRAM FIELD OBJECTIVES (FIELD STAFF)

- A. Prepare and offer 53.2 million board feet of timber for sale by June 30, 2009, per **77-5-223, MCA**. Sale packages from each area shall be submitted to Forest Management Bureau for final review at least **30 days** prior to presentation to the Land Board. (Field Staff/FO)

FY08 Harvest Allocation by Land Office

FY08 Performance Goal (MMBF)	Eastern LOs	CLO	NWLO	SWLO	TOTAL
	2.2	3.5	33.0	14.5	53.2

- B. Timber Salvage – FY 2009. Salvage 25 mmbf of timber from the forested lands that are beetle-infested or were burned in FY 2007.
- C. Complete FI projects within budgets, treatment plans and timelines. Projects include road acquisition and maintenance, precommercial thinning, planting, hazard reduction and other approved FI projects during FY 2009. Conduct reviews by fall of 2007 and complete written report by March 2009. **[77-5-204, MCA]** (Field Staff/FO)

Goal or Performed By	CLO	ELO	NELO	NWLO	SLO	SWLO	FMB
				X		X	X

- D. Assist Forest Management Bureau in conducting the following resource monitoring programs as required under **ARM 36.11.424**.
1. Conduct Internal BMP audits on 15 ongoing and recently completed timber sales by June 2009. NWLO hydrologists are expected to complete five of these audits and the SWLO hydrologist is expected to complete three of these audits. (Field Staff/RM)

Goal or Performed By	CLO	ELO	NELO	NWLO	SLO	SWLO	FMB
				5		3	7

2. Coordinate snag and coarse woody debris monitoring projects on six timber sales:
NWLO and SWLO wildlife biologists are expected to complete two monitoring projects each by June 2009. (Field Staff/RM)

Goal or Performed By	CLO	ELO	NELO	NWLO	SLO	SWLO	FMB
				2		2	2

3. Complete bald eagle nest productivity monitoring by June 2009. NWLO wildlife biologists are expected to assist in this effort. (RM/Field Staff)

Goal or Performed By	CLO	ELO	NELO	NWLO	SLO	SWLO	FMB
				X			X

4. Finalize existing Draft Soil Monitoring Reports for 2005 monitoring sites. SWLO to provide FMB with 2005 Soil Monitoring Data for SWLO sites by October 1, 2007. FMB to complete Soil Monitoring Reports by December 2007. (RM/Field Staff)

Goal or Performed By	CLO	ELO	NELO	NWLO	SLO	SWLO	FMB
						X	X

- E. Contract Harvesting FY 2009 – Harvest an additional 1 mmbf of timber utilizing contract harvesting authorities, which is projected to generate an additional \$45,000 in net revenues when compared to existing sales.

HCP OBJECTIVES (BUREAU STAFF)

- A. Conduct internal review of Draft HCP/EIS by December 2008. (FP)
- B. Complete, print, and distribute Draft HCP/EIS for public review by March 2009. (FP)
- C. Complete public review of Draft HCP/EIS by May 2009. (FP)
- D. Stay within scope of work and budget for completion of Draft HCP/EIS and public input period. (FP)

- E. Establish a centralized clearing house for HCP/EIS data and protocols for archiving and using data. Begin developing systems and protocols for data tracking and reporting for HCP implementation and monitoring. (FP/TS)
- F. Identify SFLMP and Administrative Rules that need to be amended, repealed or proposed to be consistent with the Draft HCP/EIS. (FP)
- G. Identify and begin developing tools for implementing the HCP such as training needs, field manuals, checklists, and reporting templates for annual updates and five-year monitoring reports. (FP/RM/TS)

TECHNICAL SUPPORT AND TRAINING OBJECTIVES (BUREAU STAFF)

- A. Provide MEPA and specialist support to field personnel for timely execution of salvage efforts in response to the fires of 2007/8. (FP/RM)
- B. Provide policy guidance, technical support and training to field offices regarding the SFLMP, the Forest Management Rules, and MEPA. Provide resource specialist/ID team support for CLO, ELO, NELO and SLO timber sale projects. Provide direct specialist support in fisheries and soils for select projects in NWLO and SWLO. (FP/RM)
- C. Host training session entitled, "The Systematic Development of Informed Consent" (SDIC) in October 2008. (FP)
- D. Assess overall FM program training needs and the potential to develop a formal training program for FM personnel. (FP)
- E. Assist field office TLMS resident experts in providing training and technical support to field staff. Continue to modify the TLMS Forestry Module to increase functionality and ease of use by the field staff. (FO)
- F. Develop standard TLMS harvested and sold volume and value queries and summaries. (FO)
- G. Direct and manage statewide DNRC stand inventory and plot data collection. (TS)
 - 1. Conduct SLI and plot data collection training for Inventory crews by June 2009.

2. Complete Libby stand inventory and plot data collection.
 3. Continue Swan Unit stand inventory and plot data collection into FY09.
 4. Begin Hamilton SLI and Plot data collection in May 2009.
- H. Update SLI databases and maps. (TS)
 - I. Conduct training sessions on SLI data collection, plot data collection, cruising design and plot allocation, MT Cruiser software, and data uploading from data recorders to TLMS. (TS)
 - J. Maintain overall budget and coordinate rights-of-way acquisition efforts in Reciprocal Access, FRTA, FLPMA, and/or cost-share programs with Access Manager in the Real Estate Management Bureau. **[77-1-617, MCA]** (FO)
 - K. Update three- to five-year statewide access plan with all land offices. (FO)
 - L. Finalize the master road database and incorporate access and spatial information. Make road database available and accessible over TLMS. (TS/FO)
 - M. Participate in Swan Valley Grizzly Bear Conservation Agreement (SVGCA) amendment process. (RM)
 - N. Finalize new MT/ID/USFS master cost share agreement and easements. (FMB)
 - O. Conduct rule-making and develop ARMs for Contract Logging Program. (FO)
 - P. Assess, organize, and conduct Forest Management training courses as needed. Coordinate and host a habitat typing training session in spring of 2009. (FP)
 - Q. Support and update existing Forest Management Program GIS data layers and develop new layers as needed. (TS)

- R. Participate in Enterprise Geodatabase development and participate in the department-wide GIS users group. Provide technical support for other TLMD programs as requested and as time allows. (TS)
- S. Improve the application of silvicultural treatments during timber sales through pre-sale planning and data collection, pre- and post-harvest field reviews, monitoring, and continuing education. (FO)
- T. Review and implement wood security measures. (FO)
- U. Complete initial trials and evaluation to automate truck ticket and electronic weight slip entry into TLMS with corporate cooperators. (FO)
- V. Develop and deploy timber cruising (MT Cruiser and MT Cruiser Light) and GIS software for TLMS and electronic data recorders by March 2009. Support hardware and software developed to conduct electronic data recording in the field and mobile GIS. Research and recommend hardware and software configurations for electronic data recording and mobile GIS. (TS)
- W. Conduct pre-timber sale cruise plot collection/training projects at NELO, Stillwater Unit (NWLO), Swan Unit (NWLO), Plains Unit (NWLO), and Missoula Unit (SWLO). (TS)
- X. Update TLMS data and map viewer for SLI data, SLI maps, and plot data. Create standard reports for TLMS to display SLI and plot data. (TS)
 - 1. Continue development of data entry forms for TLMS (SLI, Roads).
 - 2. Expand tabs in the TLMS Forestry module to include the following inventory data: Plot Data Summaries, Wildlife, and HCP (as necessary) information.
 - 3. Develop sets of prewritten queries for field personnel to use in relation to the Inventory information on TLMS.
- Y. Migrate SLI and plot data into Forest Projection System (FPS) by June 2009. (TS)

FINANCIAL AND REPORTING OBJECTIVES (BUREAU STAFF)

- A. Automate TLMS reports and data analysis for Return on Asset Report and document protocols and process of completing the ROA Report. (RE)
- B. Complete the FY 2007 Return on Asset Report by November 15, 2007 as required by SB 411. **[77-1-223 through 77-1-225, MCA]** (RE)
- C. Budget Management, Reporting, and Executive Planning. (FMB)
 - 1. Manage budgets within established parameters.
 - 2. Forecast first quarter personal services by program and provide to the division budget analyst by November 1, 2008.
 - 3. Complete mid-year budget forecasts by program and provide to the division budget analyst by January 21, 2009.
 - 4. Complete budget forecasts for the fourth quarter by program and provide to the division budget analyst monthly by the following dates:
 - April 15, 2009
 - May 15, 2009
 - June 15, 2009
- D. Gross timber revenues for FY 2009 are estimated at \$10.0 million and \$1.0 million for Forest Improvement Fee collections. (FO)
- E. Finalize process and procedures for balancing and reconciling the TLMS Forest Management Module to SABHRS on a periodic basis. (FO)
- F. Recalculate and adjust the FI fee as necessary. (FO)

MONITORING OBJECTIVES (BUREAU STAFF)

- A. Coordinate and implement all monitoring programs as required under **ARM 36.11.401 through 36.11.450**.
 - 1. Compile FY08 timber sale monitoring reports by October 2008. (FP)
 - 2. Complete preliminary designs for three priority stream-crossing structures that are potentially affecting fish passage on forested trust lands by June 2009. (RM)

3. Compile existing watershed inventory stream and riparian information into a database by June 2009. (RM)
4. Complete fisheries/watershed monitoring including stream temperature, soil temperature, fish presence/absence, fish habitat surveys, macro-invertebrate sampling, and riparian stand conditions. Complete by June 2009. (RM)
5. Complete soil and woody debris monitoring on five timber sales by November 2008. Compile results in Soil Monitoring Report by June 2009. (RM)
6. Compile mid-term 2008 grazing license inspection data and follow-up on non-compliance issues. (RM)
7. Complete DNRC portion of annual Swan Valley Grizzly Bear Conservation Agreement Monitoring Report by May 1, 2009. (RM)
8. Conduct and analyze regeneration survey data. (TS)
9. Conduct annual Sula State Forest Mortality Monitoring by November 2008. (TS)
10. Complete Photo Point Monitoring for Sula and Coal Creek State Forests. (TS)

###

MINERALS MANAGEMENT BUREAU

FIELD REVIEWS – Estimates of activity level for planning purposes only.

- A. Review land management and process applications for O&G leases. (# of applications processed)

CLO	ELO	NELO	NWLO	SLO	SWLO
51	198	341	-	140	-

[Title 77, Chapter 3, Part 4, MCA]

- B. Review proposed mineral activities and prepare appropriate MEPA document or provide comments for MMB document. (# of MEPA documents)

CLO	ELO	NELO	NWLO	SLO	SWLO
12	16	25	1	5	1

[Title 77, Chapter 3, MCA]

- C. Evaluate surface impacts and process applications for seismic permits. (# of applications processed)

CLO	ELO	NELO	NWLO	SLO	SWLO
4	4	10	-	-	-

[Title 77, Chapter 3, Part 4, MCA]

- D. Assist MMB as requested in the inspection of O&G leases and improvements (a) non-CBM & (b) CBM. (No. Assists)

	CLO	ELO	NELO	NWLO	SLO	SWLO
Non-CBM	7	9	30	-	4	-
CBM	-	-	-	-	5	-

[Title 77, Chapter 3, Parts 1 & 2, MCA]

- E. Review land management and process applications for sand and gravel permits. (# of applications processed)

CLO	ELO	NELO	NWLO	SLO	SWLO
1	1	2	1	-	-

[Title 77, Chapter 3, Part 2, MCA]

- F. Assist the MMB in identifying and resolving minerals management problems. (No. Corrective Actions Undertaken)

CLO	ELO	NELO	NWLO	SLO	SWLO
8	4	13	1	4	-

[Title 77, Chapter 3, MCA]

- G. Assist the MMB as necessary to ensure mineral reclamation on state-owned surface is consistent with surface management objectives. (No. Assists)

CLO	ELO	NELO	NWLO	SLO	SWLO
7	13	12	1	2	1

[Title 77, Chapter 3, MCA]

- H. Review land management and process metalliferous and non-metalliferous leases and applications for licenses for non-mechanized prospecting. (# of applications processed)

CLO	ELO	NELO	NWLO	SLO	SWLO
-	1	7	-	2	-

[Title 77, Chapter 3, Parts 1 & 2, MCA]

- I. Conduct surface inspections and process bond release on expiring mineral leases, permits and licenses. (# of bonds released)

CLO	ELO	NELO	NWLO	SLO	SWLO
1	1	1	1	1	1

[Title 77, Chapter 3, Parts 1 & 2, MCA]

- J. Issue SVPs and test permits for gravel as necessary per field office discretion. (# of permits issued)

CLO	ELO	NELO	NWLO	SLO	SWLO
5	-	2	5	-	4

[Title 77, Chapter 3, Part 2, MCA]

- K. Identify and request, through MMB staff, training needs related to mineral activities.
- L. Prepare narrative accomplishment summary as needed to document activities/accomplishments not covered in statistics compiled above by MMB and field office.

LEASES/LICENSES

- A. Lease Review, Management And Follow-Up
1. Leases/licenses processed and issued - est. 847 (4 quarterly O&G plus other minerals).
 2. Leases/licenses cancelled or terminated - est. 220.

3. Lease assignments - est. 1,800.
 4. Take-off requests - est. 50 (and helping requestors use website).
 5. Attorney lease package requests - est. 70.
- B. Revenue Transactions Processed - est. 16,000.
1. CAs/RAUs created/revised/terminated - est. 70.
 2. Full Reconciliation (Ledgers, TLMS cash processing and SABHRS Distribution – Monthly).
- C. Audit Program - six field audits, desk audits as required.
- D. Coal Trust Loan
1. Process quarterly payments to school facility improvement account.
 2. Track remainder of SB495 purchased royalties.
- E. Navigable River Reviews - as required; estimate four full quiet title actions in court, eight with legal action dismissed or resolved without formal legal action.
- F. BOGC Technical Reviews - estimate 400; approximately 75 require state impact review, follow-up, response or expert testimony as required.
- G. Reliance Refinery:
1. Use Legislative Funds and RDGP funds to pay future costs associated with the project.
- H. Otter Creek – complete coal lease appraisal and present to Land Board for final leasing decision.
- I. TLMS/GIS/WEB – Bureau-Specific
1. Assignment title history into TLMS. Requires TLMS work and begin data migration/input – lower priority.
 2. Historic control card information – requires TLMS work and begin data scan/input.
- J. Mineral ownership reviews for other land exchange/banking tracts.

- K. Training opportunities for field staff.
- L. TLMS Database Administration & Development:
1. Fill vacant GIS/Database Programmer position.
 2. Maintenance work - as needed.
 3. Field Evaluations Module – laptop/tablet/trimble-recon implementation ongoing.
 4. Procedures Manuals – work with bureaus to develop as primary module designs are revised and implemented.
 5. Training – ad hoc as needed; formal as needed with procedures manual development.
 6. Coordinate and work with FMB GIS staff as appropriate to develop, implement and modify applications.
 7. Public website to selected TLMD information.. Currently provides land ownership, mineral status, and land banking information.
 8. Develop and maintain TLMD GIS plan.
- M. Gross Revenue Estimate: \$43 million

###

REAL ESTATE MANAGEMENT

EASEMENTS

- A. **Disposition** [77-2-101 through 77-2-107, MCA; ARM 36.25.135]
 - 1. Respond to inquiries for applications; monitor progress and track status through internal tracking spreadsheet.
 - 2. Quarterly, review tracking spreadsheet to ensure application submittals that constitute a complete package have been finalized in accordance with existing policy time-frames. Ensure communication with applicant and/or bureau is occurring in a timely manner for applications requiring additional data in order to complete.
- B. **Historic Rights-of-Way** [77-1-107, 77-1-130 through 77-1-141, MCA]
 - 1. Process applications for historic ROWs as they are received. Continue working with county governments to encourage legalization of county roads.
- C. **Acquisition** [77-1-617, MCA]
 - 1. Finalize Master Cost Share Agreement with USFS, including deed templates.
 - 2. Prepare master agreement with Plum Creek directing how future reciprocal agreements will be processed.
 - 3. Prepare status reports of ongoing reciprocal and other access acquisitions and review on a quarterly basis for progress.
 - 4. Review old reciprocal packages with Plum Creek that have been approved by the Land Board but deeds have not been exchanged. Finalize and record deed documents.
- D. Conduct a minimum of 2 ROW working group meetings during the year to be co-chaired by REMB and FMB to create an implementation handbook associated with the access policies, budgets, workload, tracking issues and forms, improving coordination and communication, and others.
- E. Develop a spreadsheet for the tracking of easement applications and assignments to include land office and bureau status.

LAND BANKING [77-2-361 through 77-2-367, MCA; ARM 36.25.801 through 36.25.817]

- A. Assist in the trust lands sales process of 144 parcels and (18,700 +/- acres) over the next 8 months. Parcels have received preliminary approval to sell; remaining

steps are appraisals, minimum bid, auction, final approval through the Land Board, and closing.

CLO	SLO	NELO	SWLO	NWLO	ELO	TOTAL ACRES
8,670	2,750	5,430	1220	600	65	18,735

- B. Assist in processing the sale of 80 trust land parcels (33,500 +/- acres) for the preliminary approval by the Land Board. Reassessing the acreages and parcels to be processed to meet the total sale amount of \$12,000,000 in the event that the properties have been identified as a priority for sale are eliminated.

CLO	SLO	NELO	SWLO	NWLO	ELO	TOTAL ACRES
8,000	1,200	6,000	3,200	100	15,000	33,500

- C. Assist in the acquisition of property through land banking - All land offices.

CLO	SLO	NELO	SWLO	NWLO	ELO	TOTAL ACRES
5,140	1,200	5,080	14,580			26,000

LAND EXCHANGES [77-2-201 – 77-2-217, Land Board policy]

- A. Process land exchanges for final Land Board approval.

CLO	SLO	NELO	SWLO	NWLO	ELO
		Rocky Boy, Coffee Creek	Lolo NF by March, 2009 Lyman Creek	Goughen By Dec. 2008	

- B. Evaluate new land exchange application in accordance with the Land Exchange Policy.

CLO	SLO	NELO	SWLO	NWLO	ELO
			Creech, CSKT	CSKT	

LEASE MANAGEMENT [77-1-103, 77-1-204, 77-1-208, MCA; ARM 36.25.137]

A. Lease Management

- B. Inspect all cabin/homesite & special leases/licenses currently up for renewal review and/or areas in decline.
- C. Complete evaluations of inspections by August 1, 2009 for the leases up for renewal.
- D. **Recommendations for non-renewals** need to be received at REMB by August 1, 2009.
- E. NWLO and SWLO will administer their residential renewals and reviews.
- F. CLO, ELO and NELO need to submit inspection reports to REMB along with any required supplemental lease stipulations by September 30, 2009.
- G. REMB to complete reviews and renewals by January 31, 2009.
- H. All lease management issues including cancellation will be managed in cooperation with the Area, Unit, Bureau and Legal staff. The Bureau will take the lead in the management of the process and timelines and the Area and Unit will facilitate and support the process at the Area level.
- I. Develop, working with area "lease managers," Lease Administration and Management Plan (LAMPs) checklists for the administration of all commercial leases generating \$15,000 and more annually (Feb 1, 2009) [LAMPs light the way to good lease administration!]
- J. Offer vacant residential leases for an open active period May 1 – September 1. Keep lots available for demand-specific bidding with sufficient interest September 15 – April 15.
- K. Use all lease and license form from DNRC intranet.

L.

2009	CLO	SLO	NELO	SWLO	NWLO	ELO	Total
Reviews	46	4	15	63	38	1	167
Renewals	2	2	24	3	3	5	39

REAL ESTATE MANAGEMENT PLAN (ARM)

- A. All projects will be tracked and monitored. Progress will be reported to the Bureau quarterly.
- B. The Project Identification Team (PIT) will meet annually in April, or more frequently as necessary, to evaluate and select projects, and to allocate the following fiscal year's project budget.
- C. The Project Review Committee (PRC) will meet annually in December, or more frequently as necessary, to review the status of existing projects.

D.

Area	Description	Year	Strategy	Trust	Acres
CLO	Alaska Road, Commercial Lease	FY09	Reappraisal (January 2009).	CS	3.3
CLO	Mandeville, Commercial and Industrial Leasing	FY09	Develop Action Plan.	CS	240
CLO	Lewis and Clark PUD	FY09	RFP Release for Lots 2 and 3 of Block 1 (January 2009). Power install (Fall 2008). Reappraisal (January 2009). Lease Negotiation and Lease Issuance for Lot 1, Block 2 (January 2009).	CS	33
CLO	Fox Farm Road, Easement and Land Banking	FY09 – FY11	Survey (Fall 2008). Meeting with GF Neighborhood Council (Winter 2008). Easement to City (Spring 2009). Develop Plan for Land Banking Sale (Summer 2009). Plan Land Banking Sale (FY10 and FY11) Initiate Land Banking Sale (FY10 and FY11)	UM	90 (approx)
CLO	Amsterdam Road	FY9 – FY11	Respond to Opportunities for Lease	CS	502
NWLO	"Old" Administrative Site Redevelopment	FY09	Draft and Release RFP I (January 2009). Award Lease and Plan Site (May 2009). Draft and Release RFP II, Secure Lease (December 2009).	CS	22 (approx)
NWLO	"New" Administrative Site	FY09 and FY10	Construction Initiation (August 2008). Groundbreaking Ceremony (September 22, 2008). Construction Completion (November 2009).	CS	12
NWLO	Spring Prairie Timberwolf Center	FY09 - FY11	Infrastructure design, future phases (September 2008). Final Plat Approval by City Council (September 15, 2008). Sell 911 Center easement on Lot 2 of Timberwolf Center Subdivision (November 2008). Begin construction of new 911 Center (April 2009). Develop Action Plan for Future Phases (June 2009). 911 Center Construction completion (Winter/Spring 2010). Implement Action Plan for Future Phases (FY10 and FY11) Respond to Opportunities for Lease (FY10 and FY11)	CS	60 (approx)
NWLO	Swan Valley Retreat	FY09	Payment of Electrical Service (Monthly). Respond to Opportunities for Lease or Land Banking sale	CS	85

<u>Area</u>	<u>Description</u>	<u>Year</u>	<u>Strategy</u>	<u>Trust</u>	<u>Acres</u>
NWLO	Olney Post Office	FY09	MEPA Completion (September 2008). Issue Land Use License for Due Diligence (September 2008). Issue Lease (Fall 2008). Construction (Fall 2008).	Deaf/Blind	1
NWLO	Indian Springs, Phase I	FY09	MEPA Completion (July 2008). Issue Land Use License for Golf Course (August 2008).	CS	40
NWLO	Indian Springs, Phase II	FY10 and FY11	Proposed Easement Exchange of Access and Sewer/Water Service Connections (FY10). Proposed Land Banking of Adjacent Lands for Residential Development (FY10 and FY11).	CS	Undetermined
NWLO	Comprehensive Resource Plan	FY09	NWLO is developing a comprehensive resource plan for its Trust Lands, which will identify Land Banking and project development priorities. Plan completion proposed for FY09.	Various	Undetermined
NWLO	Stillwater Light Industrial Lease Site	FY09 and FY10	Assess Interest (FY09 and FY10). Determine Plan for Reappraisal and RFP release (FY09 and FY10).	SNS	40
SLO	Skyview Ridge	FY09 – FY11	Park Master Plan, Final design and cost estimates (December 2008). Park Master Plan, Board Public Hearing (January 2009). Park Master Plan, City Council Approval (February 2009). Skyview Ridge Subdivision 1 st Filing , Appraisal (December 2008). Land Banking Sale Phase I, Preliminary Land Board Approval (December 2008). Land Banking Sale Phase I, Auction (June 2009). Leasing of Commercial and Multi-Family Lots, Marketing (Winter/Spring 2009). Issue RFP for Commercial Lots (FY10 and FY11). Plan and Initiate Land Banking Sale Phase II (FY10 and FY11).	CS	285
SLO	Billings Bypass	FY10 and FY11	Participate in Discussions on ROW Easement Acquisition (FY10). Initial Planning of Bypass Corridor and Adjacent Land Use (FY10 and FY11).	Undetermined	Undetermined
NELO	Geraldine Residential Lots	FY09	Conduct Title Research (Spring/Summer 2009).	CS	120
SWLO	Reserve Street	FY09	Contract with WGM Group for Traffic Study (July 2008). Traffic Study Completed (September 2008). Negotiation with DOT, for Approach off	CS	2.81

<u>Area</u>	<u>Description</u>	<u>Year</u>	<u>Strategy</u>	<u>Trust</u>	<u>Acres</u>
			Reserve St (Fall 2008). Reserve Street, Commercial Lease Issue RFP (December 2008). Reserve Street, Lease Negotiation and Execution (February 2009). Lawn and Weeds - if not under lease (May 2009).		
SWLO	Seeley Lake Residential Leases	FY09 and FY10	Market and Lease Vacant Lots (FY09 and FY10)	MSU 2 nd Grant	Undeter- mined
SWLO	Lincoln Commercial Leases	FY10	Develop Action Plan – FY10	CS	Undeter- mined

NAVIGABLE WATERWAYS [77-2-210, 77-2-309,77-4-201-211]

Assist in the development and implement program goals for the Navigable Waterways program by reviewing policy and priority recommendations from bureau, division and the areas.

CLO	SLO	NELO	SWLO	NWLO	ELO
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Bureau will inventory the acreage of navigable waterways.

GENERAL

A. Growth Policies [77-1-601 through 77-1-606, MCA]

1. Participate in the development of city/county growth policies.

CLO	SLO	NELO/Bureau	SWLO	NWLO	ELO
Glacier Pondera , Park	Stillwater Wheatland/G olden Valley	Hill, Blaine, Fergus, Judith Basin, Wheatland/Golde n Valley, Petroleum	Minera l	Lincoln Sanders	Rosebud, Carter, Wibaux, Roosevelt, Sheridan,,Garfield

B. Committees

1. Participate in the Real Estate Management Advisory Committee and associated working group. Two meetings annually for the REMAC and each working group:

- Rights-of-Way
- Lease Management

- Land Use Licenses

CLO	SLO	NELO	SWLO	NWLO	ELO
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C. After Action Review

1. Develop a process to evaluate projects to identify what and how we can improve process for all programs.

D. Communication

1. The Bureau and NWLO, SWLO, CLO and SLO will have 2 or more contacts with any of the following: beneficiaries, local governments, interest groups, real estate and lending community, chambers of commerce and economic development groups. Participation can occur at conferences and trainings as well as one-on-one meetings.

E. Marketing

1. Field supports the Bureau's marketing efforts as needed.

F. Real Estate Program Summit

1. March or April a 3 day REMB summit will be held. The first 2 days will establish work objectives for each program and the 3rd day will include land office and bureau staff to prioritize the objectives.

FIELD UNIT WORK OBJECTIVES (FORESTRY/TRUST LANDS)

CENTRAL LAND OFFICE

- A. Hold 95% of direct protection fires to 10 acres or less.
 - 1. Improve Type 3 incident management capability by providing training opportunities and targeting personnel for positions that are difficult to fill.
 - 2. Increase coordination of initial attack resources with other DNRC offices to rotate and pre-position resources as needed.
 - 3. Develop procedures to expedite hiring of local cooperators on CLO direct protection extended attack incidents as needed.
 - 4. Improve relationship between HIRC, Air operations and HU initial attack.
 - 5. Conduct training for employees and cooperators to ensure appropriate safety standards and fire management capabilities are maintained.
 - 6. Complete development of replacement Type 6 engines for direct protection and the County Co-op Program as negotiated with FMB.
- B. Enhance rate of return from Trust Lands.
 - 1. Review and process applications for oil and gas leases.
 - 2. Evaluate surface impacts and process applications for new oil and gas wells.
 - 3. Evaluate surface impacts and process applications for seismic permits.
 - 4. Complete field evaluations and verify production for agricultural leases expiring in 2007.
 - 5. Document crop yields and address management problems on agricultural leases in the land office.
 - 6. Monitor existing farm program contracts and implement corrective actions as needed.
 - 7. Develop marketing strategy for leasing commercial lots in Lewis and Clark Subdivision.
 - 8. Evaluate lease opportunities on the Mandeville Tract Minor Subdivision

9. Coordinate commercial lease opportunities of Alaska Road tract with the City of Belgrade regarding construction of sewer lines.
 10. Prepare 1.0 MMBF of timber for sale.
 11. Complete field evaluations for grazing leases expiring in 2009
 12. Initiate public process for appropriate uses and develop initial development plan of the Belgrade tract.
 13. Manage Cooperative Weed Agreements, implement weed management priorities and prepare summary audit report.
 14. Evaluate easement applications and process within 45 days.
 15. Evaluate and Issue Gravel Permits within 30 days.
 16. Evaluate and issue Land Use License applications within 30 days.
 17. Assist in completing the sale of land banking tracts.
 18. Assist in the identification of purchase tracts using land banking revenues.
 19. Complete FI projects on land office, to include regeneration surveys and weed treatments on thinning projects.
 20. Renew existing and evaluate new SRUL for outfitting applications.
 21. Participate in HCP and data management work groups.
- C. Monitor and improve forest practices on private lands.
1. Open new HRA agreements within one week of receiving an application.
 2. Prioritize resolution and closure of expired hazard reduction agreements; reduce expired agreements to a maximum of 25%.
 3. Provide technical assistance related to management of SMZ and implementation of BMPs.
 4. Investigate SMZ violations, implement corrective actions and prepare enforcement package.

5. Conduct site visits on at least 30% of active agreements, distributed between pre-harvest visits, post-harvest visits, during operations visits and slash inspections. FY08 focus on increasing (?) during harvest visits.
 6. Assist with BMP site selection and review as requested by Forestry Assistance Bureau.
 7. Participate in BMP workshops and have each service forester attend at least one BMP audit conducted within CLO.
- D. Provide Forest Stewardship Program services.
1. Provide landowner assistance as requested by members of the Family Forest Landowner community.
 2. Close all completed FLEP projects and close or complete expired FLEP cost-share agreements by FYE.
 3. Assist private landowners with the identification and management of Forest Insect and Disease pests.(?)
 4. As the Landowner Stewardship Management Plan Reverification program develops, provide agreed-upon level of assistance in reviewing plans and acquiring landowner management accomplishment information.
 5. Contact NRCS offices within Land Office to facilitate EQIP cost-share program.
 6. Meet with NRCS offices to establish a process for providing technical assistance on EQIP projects.
- E. Work with the Forestry Assistance Bureau Statewide Biomass Coordinator to identify and pursue biomass utilization opportunities within CLO.
- F. If requested, assist Forestry Assistance Bureau staff in conducting Arbor Day celebrations on CLO.

EASTERN LAND OFFICE

PERSONNEL

- Provide a safe work environment.
- Maintain positive morale.
- Provide training opportunities that advance professional skills.

BOTH FORESTRY & TRUST LANDS DIVISIONS

- A. Coordinate DNRC interagency communication interaction with local citizen organizations, local community governments, state and federal agencies and the general media.
- B. Implement the TLMD / FD MOU in regards to wild land fire management.
- C. Optimize personnel performance through application of scheduled personnel "Performance Appraisal" processes.
- D. Maintain effective transition communications with the NELO regarding the transfer of Garfield and McCone county DNRC TLMD and FD program administration to the ELO. Continue for FY 09.

PROGRAMMATIC

FORESTRY DIVISION

Fire & Aviation Management

- A. Coordinate fire pre-suppression, prevention and suppression preparations for 2009(09) fire season with the FD – Fire and Aviation Bureau and other state, local and federal cooperators.
- B. Respond to fire emergencies, as per ELO/FD State County Cooperative Fire Management Plan and the Montana 6-Party Cooperative Fire Management Agreement operations guidelines.
- C. Participate in the Miles City Interagency Dispatch Center.

Forestry Assistance

- A. Manage and enforce Montana State "Hazard Reduction Agreement" law to ensure hazard reduction of timber harvest slash.

1. Conduct forest practices site visits distributed between pre-harvest, post-harvest and during operations and slash inspections. Focusing on increasing the number of “during harvest” visits.
2. Prioritize resolution and closure of expired Hazard reduction agreements: reduce expired agreements to a maximum of 25%.

B. Manage and enforce state Streamside Management Zone law and BMP guidelines and perform enforcement duties as necessary.

1. Participate in BMP workshops and attend at least one BMP audit conducted within ELO.
2. Assist with BMP site selection and review as requested by Bureau.

C As priorities and schedules allow, Service Foresters assist private forest landowners better understand and manage their forested lands and to improve the health, sustainability and productivity of private forests by conducting site visits and supplying educational materials and opportunities.

1. Contact NRCS offices within ELO to facilitate EQIP cost-share program.
2. Assist private landowners with the identification and management of Forest Insect and Disease pests.

D. As the Landowner Stewardship Management Plan Re-verification program develops, provide agreed upon level of assistance in reviewing plans and acquiring landowner management accomplishment information.

E. Work with FAB to organize Strategic Federal Program Delivery, collaboration and results monitoring.

1. Participate in the identification and selection of 2009 federal competitive grants application sites.
2. Participate in Multi Agency Integrated Restoration Strategy project selection.
3. Participate as necessary with development of Statewide Resource Assessment and Response Plan.

F. Participate in local wildfire rehab groups as identified in Multi-Agency Wildfire Rehab MOU as need and work schedule allows.

G. Promote state nursery sales.

- H. Maintain ELO involvement in the community forestry program.
 - a. If requested, assist Bureau staff in conducting Arbor Day celebrations on ELO.
 - b. Establish "Tree City USA" designation in Miles City.
- I. Initiate Forest Biomass information and contacts to interested constituents. Work with Forestry Assistance Bureau Statewide Biomass Utilization Coordinator and the East Side Biomass Working Group to develop expectations.

TRUST LAND MANAGEMENT DIVISION

Forest Management Bureau

- A. Administer ELO forest products contracts efficiently and effectively, capturing optimum revenue for the school trusts.
- B. Prepare at least 1.1 MMBF of timber for sale yearly (figure reflects update of ELO sustained yield calculations from previous 0.8 MBF yearly target to new ELO target of 1.1 MMBF – eastside harvest total to increase = 2.5 MMBF).
- C. Coordinate with Forest Bureau and other eastside Land Offices the eastside timber harvest targets under NELO –SLO – ELO – CLO timber zoning program.
- D. Assist SLO in timber salvage requests as needed.

TLMD/Minerals Management Bureau

- A. Respond and facilitate increased TLMD Minerals Management Bureau activity (routine O&G permit reviews, sand and gravel permits, seismic permits and Coal Bed Methane field developments taking place on the ELO (MEPA), implement new surface damage settlements.
- B. Coordinate TLMD MMB, Surface Management Bureau and Real Estate Management Bureau, Land Use License activity for increased O&G road and pipeline development associated with O&G minerals on the ELO (MEPA).

TLMD/Surface Management Bureau

- A. Complete TLMD Surface Management Bureau lease renewals on the ELO (approximately 300 lease renewals across the ELO).

- B. Take corrective action for TLMD – Surface Management Bureau on surface lease violations (including crop shares).
- C. Implement the ELO Weed Management program and assist cooperators in collaborative weed management projects.
- D. Coordinate management of the ELO Recreational Use Program with TLMD AG – Grazing Bureau.
- E. Coordinate use of the Tongue River Ranch for public, lessee and various land management cooperators in areas of mutual concern and interest. To include; recreational access concerns, wildlife habitat and trust land revenues.
- F. Maintain and improve upon the established:Grazing Management Plan for the Tongue River Ranch trust land parcels.
- G. Meet annually with the TRR lessees to update the TRR “Grazing Management Plan”.

TLMD/Real Estate Management Bureau

- A. Assist TLMD Real Estate Management Bureau with the implementation of the “Land Banking Program” on the ELO.
- B. Coordinate and facilitate requests for land exchanges as needed (Old campus of Department of Corrections – Pine Hills Youth Correctional Facility & DMA / Armory projects).

NORTHEASTERN LAND OFFICE

ADMINISTRATIVE OBJECTIVES

- A. Public/Cooperator/Legislative Relations - Maintain effective working relationships with the public and DNRC cooperators, and respond to inquiries as needed.
- B. Budget Management, Reporting, and Executive Planning - Allocate and manage budgets within established parameters. Annually develop and implement an internal plan including mid-year and fourth-quarter budget forecasts.
- C. The FY08 trust land revenue objective for the NELO is \$16,000,000.

PERSONNEL MANAGEMENT

- A. Provide for workplace safety and develop a work environment that fosters cooperation, trust, motivation, and job growth.
- B. Coach, develop, and mentor employees.
 - 1. Provide leadership training opportunities to employees to promote professional development.
 - 2. Provide technical training opportunities to employees to promote job competency.
 - 3. Recognize outstanding performance in a timely manner.
 - 4. Identify candidates for annual awards recognition by May 15, 2009.
 - 5. Promote accountability of all employees through appropriate use of incentive and disciplinary measures.
 - 6. Complete annual performance appraisals and career development plans.

PROGRAMMATIC OBJECTIVES

- A. **Wildfire Pre-Suppression and Suppression** – Ensure safe, economic, and efficient protection of life and property from damage by wildfire within state and county fire protection boundaries.
 - 1. Provide safe and efficient fire equipment through an adequate inspection and maintenance program.

2. Reduce preventable wildfires and resource loss through proactive prevention planning.
- B. **Minerals Management Actions** - Review land management and process applications for O&G leases.
1. Review proposed mineral activities and prepare appropriate MEPA document or provide comments for MMB document.
 2. Evaluate surface impacts and process applications for seismic permits.
 3. NE Land Office Staff – Minerals Management.
 - a. Fill position on or about October 1, 2007 (Lewistown Unit).
 - b. Coordinate and review oil and gas lease sale nominations. (FY06 – 112; FY07- 48; FY08 YTD – 292 (1 of 4 lease sales).
 - c. Review seismic permit applications. (FY06 – 0; FY07 – 3; FY08 est. – 5 (based on increase in leasing)).
 - d. Review and prepare environmental review on proposed oil and gas and other mineral activities. (FY06 – 4; FY07 – 7; FY08 est. – 15 (based on increase in leasing)).
- C. **Agriculture and Grazing Management Actions** - Complete 582 field inspections for 2006 lease renewals and submit completed Field Evaluation Forms to Bureau by November.
1. Identify and initiate corrective action to lease problems such as weeds, pests, and grazing management.
 2. Investigate and recommend or take corrective action to lease violations such as illegal breaking and illegal subleasing.
 3. Document crops, yields and aftermath grazing during field season.
 4. Confirm payments received on Production Reports.
 5. Review and approve/disapprove contracts associated with involvement in programs authorized under the federal farm bill, including Direct & Counter Cyclical Program, Loan Deficiency Program and Disaster Program.
- D. **Forest Product Management Actions** - Prepare and offer, in conjunction with the Eastern Land Office, 2 million board feet of timber for sale by June 30, 2009. Complete all other FMB objectives as project importance requires.

- E. **Real Estate Management Actions** - Inspect all cabin/homesite & special leases/licenses up for renewal by July 1, 2007. Complete all other REMB objectives as project importance requires.
- F. **Forest Health and Stewardship** - Administer Forest Practices programs as directed by program implementation policy and inspect an appropriate number of logging operations for compliance with forest practices requirements.
 - 1. Conduct site visits on at least 30% of active agreements, distributed between pre-harvest, post-harvest, and during operations visits or slash inspections. Focus on increasing number of during operations visits.
 - 2. Reduce expired agreements to a maximum of 25%.
 - 3. Participate in BMP workshops and have each Service Forester attend at least one BMP Audit conducted within NELO.
- G. **Best Management Practices** - Assist with selection of Best Management Practices audit sites, site review and participate on BMP audit teams as requested.
- H. **Wildfire Training and Assistance** - Conduct training required for employees and cooperators to accomplish safety and professional development goals within the fire program. Ensure appropriate level of assistance is provided to local government cooperators to maintain firefighting capacity.
- I. **Manage Recreational Use on Trust Land** – Enforce recreational use rules, issue special recreational use licenses, mitigate recreational use damages, and participate in DFWP, BMA program.
- J. **Manage County Cooperative Weed Agreements** - Prioritize weed projects for the monies allocated to the Area Office. Signed biennial performance reports (both hard copy and electronic) are due to the Bureau no later than September 15, 2007.
 - 1. Implement commitments made under the Area Weed Management plans based on the priorities in the plan.
- K. **Land Banking Program** – Assist in the sale and acquisition of trust lands through land banking. Facilitate the sale of small acreage parcels in Chouteau, Hill, Blaine and Fergus Counties.
 - 1. Sell 8,000 acres in the Land Banking Program in FY 2009.
- L. **Wind Energy** - Promote the development of wind energy.

1. Complete the MEPA process for the Martinsdale wind energy project.
- M. **Conservation Seedling Program** – Market seedling products of the state nursery for use in reforestation, shelterbelts, windbreaks, and restoration projects.
- N. **Urban and Community Forestry** – Participate in annual Arbor Day celebrations as requested and provide support and local contacts to UCF staff.
- O. **Forest Health and Stewardship** – Participate in Forest Stewardship landowner workshops and provide assistance to private forest landowners to improve the health of private forests in Montana.
1. Contact NRCS offices within NELO to facilitate EQIP cost-share program.
 2. Close completed FLEP projects and facilitate closure of expired FLEP cost-share agreements.
 3. As the Landowner Stewardship Management Plan Reverification program develops, provide agreed-upon level of assistance in reviewing plans and acquiring landowner management accomplishment information.
- P. **Biomass Utilization** - Work with the Forestry Assistance Bureau Statewide Biomass Coordinator to identify and pursue biomass utilization opportunities within NELO.
- Q. Complete all other work objectives.

NORTHWESTERN LAND OFFICE

The Northwestern Land Office (NWLO) is primarily responsible for integrating and implementing the programs for both the Forestry and Trust Land Management Divisions within fiscal, human resource, and information service parameters outlined by Centralized Services Division. In order to maximize the efficient use of allocated resources, the following goals and objectives benchmark both priorities and targeted workload during Fiscal Year 2009 for Northwest Area personnel.

The goals and objectives are generally listed in priority order in that Item A is a higher priority than item B. However, the objectives listed under each Item are in priority order for that Item only.

It is expected that this listing of priorities will be monitored and used by Northwestern Area managers to achieve desired program results, adjust resource allocations, coordinate activities with the Bureaus, and adjust personnel workloads.

A. Establish a positive employee work environment and effective working relationships with the public and Department of Natural Resources & Conservation (DNRC) cooperators.

1. Establish a working environment that fosters cooperation, communication, trust, pride, motivation, and job growth by:
 - a. Monitoring and assisting supervisors with key performance management duties in their Performance Plans, discussing progress at monthly NWLO Leadership Team meetings, and addressing issues in a timely manner.
 - b. Establishing Career Development and Training Plans for all NWLO employees. Supervisors to complete concurrent with the employee's Performance Plans.
 - c. Completing annual employee Performance Appraisals and Career Development and Training Plan achievements by December 31, 2009 using the most current forms.
 - d. Ensuring new employee orientation is completed within two months of employment.
 - e. Appropriately applying incentive and disciplinary measures.
 - f. Recognizing employees using Awards.
 - g. Working with the Department of Architecture and Engineering (A&E) to complete the construction of the new consolidated office facility in Kalispell that includes NWLO, Water Resources,

Department of Environmental Quality, and the Flathead Basin Commission; and, develop a Moving Plan.

- h. Begin updating Position Descriptions to the new Job Profile format for vacant positions and others identified as out-of-date, or as having a 50% change in the predominant duties.
 - i. Evaluating vacancies and hire positions to optimize future performance.
 - j. Publishing a quarterly Project Status Report.
- 2. Implement tasks for objectives chosen by the NWLO employees from the NWLO Operating Plan by July 1, 2009.
- 3. Continue participation in the development of the Trust Land Management/Forestry Division Strategic goals, including the programmatic planning efforts for Fire, Forestry, Real Estate, and forestry Assistance by June 1, 2009.
- 4. Expand programs and procedures like internships, employee partnerships, and education funding to become the employer of choice in northwest Montana.
- 5. **Utilize a Community Planner to initiate community outreach and improved public/cooperator relationship development** [2-3-101 through 2-3-301, MCA, 75-1-101 through 75-1-220, MCA].
- 6. **Participate in the implementation of County Growth Policies concerning their application to State lands** [77-1-601 through 77-1-606, MCA].
- 7. **Participate in the development of the Flathead, Kootenai, and Lolo National Forests' Land Management Plans, participate in community-based Federal Forest stakeholder collaborative projects and provide input to the Forest Policy Specialist on future Federal Forest policy recommendations.**

B. Manage allocated budgets.

1. **Develop a Budget Allocation Plan for Unit offices and programs by September 15, 2009.**
2. **Forecast personal services by org and provide to the division budget analyst by September 1, 2009.**
3. **Complete mid-year budgets forecast and re-allocate to address retirement payouts and unforeseen shortfalls by January 31, 2009.**
4. **Complete fourth quarter budget forecasts monthly from April through June 2009 (due the 15th of each month).**
5. **Balance year-end budgets by program to the first-level budget category. Expenditures over appropriations require prior approval by the appropriate division Budget Analyst.**
6. **Begin work to develop a NWLO Business Plan.**

C. Protect the State's natural resources from wildfire, insect pests, and disease [76-13-301 through 305 MCA; 76-13-401 through 415].

1. Safely, aggressively, and cost-effectively fight wildland fires using all available personnel as authorized by the interdivision MOU and NWLO Ramp-up Plan. Control 95% of all DNRC direct-protection wildfires at 10 acres or less.
2. Continue improving the coordination of initial attack and Type III resources with other DNRC offices, local government cooperators, and Federal partners. Provide assistance to local government cooperators to maintain firefighting capacity.
3. Develop a Wildland Fire Prevention Plan by May 1, 2009 and implement.
4. Implement Restrictions and Closures as warranted by conditions.
5. Administer fuel reduction projects on State and private lands.
6. Participate in the implementation of Community Wildfire Protection Plans by coordinating with county R, C, & D foresters in the Whitefish area.

D. Promote the highest monetary return from trust lands while meeting statutory obligations. NWLO has a goal of producing 5 million dollars in Trusts revenue during Fiscal Year 2009.

1. Prepare and offer 32.737 million board feet (mmbf) of timber for sale **[77-5-223, MCA]**.
 2. Develop high-potential commercial and residential properties in urban growth areas, primarily on Section 36 in Kalispell.
 3. Work with a number of internal and external partners to evaluate and process potential land exchange options with the Confederated Salish and Kootenai Tribes.
 4. Implement the Whitefish Area Trust Lands Plan by processing Letters of Interest and Transaction Applications.
 5. Process and issue selected Land Use License applications within 60-90 days.
 6. Process and issue permits for sand, gravel, or rock based on interest expressed by interested parties or field office discretion. **[Title 77, Chapter 3, Part 2, MCA]**.
 7. Process and issue Special Recreational Use Licenses within 60-90 days **[77-1-801 through 77-1-808, MCA; ARM 36.25.143 through 36.25.167]**.
 8. Process and issue Trapping License requests.
 9. Utilize land banking to dispose of poor performing properties while acquiring accessible higher revenue-producing properties. Contribute approximately 80-100 acres for disposition. Coordinate with other Land Offices and Bureaus to complete due diligence and acquire XX acres through land banking or legacy projects **[77-2-361 through 77-2-367, MCA; ARM 36.25.801 through 36.25.817]**.
- E. Implement and enforce the state's laws, agency rules, and agency guidelines.
1. Administer forest practices programs and inspect logging operations for forest-practice requirements compliance **[76-13-101 MCA; 76-13-131 through 133 MCA]**.
 - a. Conduct forest practices site visits on a minimum of 30 active harvest sites.
 2. Reduce expired agreements to a maximum of 20%.
 3. Assist with the statewide BMP site selection and participate with the BMP audits of NWLO sites.
 - a. Have each service forester attend at least one statewide BMP audit conducted within NWLO.

4. Complete 46 review and 2 renewal inspections for cabin/homesite & special leases/licenses currently up for renewal/review. Take corrective actions to address identified problems. Submit inspection reports to REMB along with identified supplemental lease stipulations by July 1, 2009 **[77-1-103, 77-1-204, 77-1-208, MCA; ARM 36.25.137]**. Administer renewals.
5. Complete 8 agricultural and grazing lease renewal evaluations on 14 tracts and take corrective actions to address identified management problems for 2009 **[77-6-101, MCA, 77-6-201, MCA, 77-6-113, MCA; ARM 36.25.117 and ARM 36.25.126]**
6. Manage County Cooperative Weed Agreements and prioritize weed projects for approximately \$13,000 allocated to NWLO. **[7-22-2151, MCA and 77-6-114, MCA]**.
7. Process applications for easement disposition within 60-90 days **[77-2-101 through 77-2-107, MCA; ARM 36.25.135]**.
8. Process applications for historic Rights of Ways. All other acquisitions within 60-90 days **[77-1-107, 77-1-130 through 77-1-141, MCA]**.
9. Bill all Land Use Licenses. **[ARM 36.25.136]**.
10. Assist the Minerals Management Bureau (MMB) as necessary to ensure mineral reclamation on state-owned sites **[Title 77, Chapter 3, MCA]**.
11. Assist the MMB in identifying and resolving minerals management problem **[Title 77, Chapter 3, MCA]**.
12. Manage DNRC fire aviation resources.
13. Provide safe and efficient fire equipment through adequate inspection and maintenance program.
14. Maintain existing statewide radio communications system and continue the move to narrowband technology.
15. Continue providing input to the Habitat Conservation Plan (HCP) process as requested by the Forestry Bureau.
16. Provide staff support as requested for the interim legislative fire audit. Report on the utilization of additional fire resources.

17. As time allows, complete up to 10 of the 2010 agricultural and grazing lease renewal evaluations and take corrective actions to address identified management problems.
- F. Sustain or improve the natural resources of State and private forestland.
1. Complete timber sale inspections and take corrective actions to address identified management problems. Prepare and submit reports to the appropriate personnel with one week of the inspection.
 2. Complete State Forest Land Management Plan monitoring requirements and utilize data to design future projects by June, 2009.
 3. Complete FI projects within budgets, treatment plans, and timelines.
 4. Conduct FI project reviews by fall of 2009 and complete a written report by March 2009 **[77-5-204, MCA]**.
 5. Identify and manage recreational use resource mitigations using the \$4000 allocated to the Northwestern Land Office.
 6. Conduct Internal BMP audits on five ongoing and recently completed timber sales by June 2009 **ARM 36.11.424**.
 7. Monitor snag and coarse woody debris on two timber sales by June 2009.
 8. Assist with bald eagle nest productivity monitoring by June 2009.
 9. Participate in Forest Stewardship landowner workshops, and provide assistance to private forest landowners to improve health of private forests in Montana.
 - a. As the Landowner Stewardship Management Plan Re-verification program develops, provide agreed upon level of assistance in reviewing plans and acquiring landowner management accomplishment information.
 - b. Initiate 4 to 8 new EQIP cost-share projects.
 - c. Assist private landowners with the identification and management of Forest Insect and Disease pests.
 - d. As priorities and schedules allow, Service Foresters assist private forest landowners to better understand and manage their forested lands and to improve the health, sustainability and productivity of private forests by conducting site visits and supplying educational materials and opportunities.

10. Market seedling products of the state nursery for use in reforestation, shelterbelts, windbreaks, and restoration.
11. Participate in annual Arbor Day celebrations as requested, and provide support and local contacts to UCF staff.
12. Negotiate with local RC&D Office to develop a Forestry Assistance Bureau related program of work objectives and time schedules for the Service Foresters and then complete that program of work within agreed upon time frames.
13. Work with the Forestry Assistance Bureau Statewide Biomass Coordinator to provide informational and technical assistance to ensure adequate supply of biomass material for Fuels for Schools projects located within NWLO. This includes providing information to the Biomass Coordinator about potential local fuel suppliers and about the level of historic and anticipated land management activity on private and state trust lands. Assist Biomass Coordinator with identifying and pursuing new biomass utilization opportunities in the NWLO.
14. Work with FAB to organize Strategic Federal Program Delivery, collaboration and results monitoring.
 - a. Participate in the identification and selection of 2009 federal competitive grants application sites.
 - b. Participate in Multi Agency Integrated Restoration Strategy Project selection.
 - c. Participate as necessary with development of Statewide Resource Assessment and Response Plan.
15. Participate in local wildfire rehab groups as identifies in Multi-Agency Wildfire Rehab MOU as need and work schedule allows.

SOUTHERN LAND OFFICE - FY09

ALL PROGRAMS

Personnel

- G. Provide a safe, positive, healthy, team-oriented work environment and ensure employees have the training, equipment, and support to complete their jobs effectively and efficiently.
 - 1. Establish, maintain, and/or build effective working relations with cooperators and other agencies. Attend fire council, city/county planning, County Board, County Inter-agency Cooperator, etc. meetings to improve community outreach and relationships.
 - 2. Provide training opportunities to promote professional development.
 - 3. Provide opportunities for multi-program involvement and teamwork.
 - 4. Provide an open forum for information dissemination and collaboration through communication and monthly staff meetings.
 - 5. Complete performance appraisals by December 31.

Budget

- A. Manage and allocate budgets in an efficient and productive manner. Manage the SLO budget for all Forestry Division and Trust Land Division programs to fully utilize the budget and work with the appropriate fiscal managers to address any shortfalls or extra funds. Be prudent in the expenditure of funds and meet the objectives of all the programs while keeping SLO current on computers and technology.
 - 1. Prepare quarterly and year end budget reviews and forecasts.

FORESTRY DIVISION

Fire and Aviation

- A. Provide fair, consistent, and appropriate application and involvement per County Coop Agreements.
- B. Prepare for fire season by having adequate support and working cooperatively with interagency partners and cooperators. Respond to fire emergencies in a safe, efficient, and financially responsible manner.

- C. Complete County Coop Program fire vehicle inspections, develop two SLO Type VI engines, and maintain existing radio communication equipment.
- D. Provide fire training for SLO employees and county cooperators to ensure appropriate safety standards and fire management capabilities are maintained per County Coop Agreements.
- E. Participate in the preparation of Community Wildfire Protection Plans.
- F. Participate on and support the Type 3 County Assist IMT.
- G. Improve relationship and communication between BDC and DNRC.

Forestry Assistance

- A. Administer Forest Practices programs as directed by program implementation policy and such that an appropriate number of logging operations are inspected for compliance with forest practices requirements.
 - 1. Conduct forest practices site visits on a minimum of 5 active harvest sites, distributed between pre-harvest, post-harvest, and during operations visits or slash inspections. Focus on increasing during operations visits.
 - 2. Reduce expired agreements to a maximum of 40%. Focus efforts on agreements expired over 2 years.
 - 3. Assist with BMP site selection and review as requested by Forestry Assistance Bureau.
 - 4. Participate in BMP workshops and attend at least two BMP audits.
- B. As priorities and schedules allow, Service Foresters assist private forest landowners better understand and manage their forested lands and to improve the health, sustainability and productivity of private forests by conducting site visits and supplying educational materials and opportunities.
 - 1. As the Landowner Stewardship Management Plan Re-verification program develops, provide agreed upon level of assistance in reviewing plans and acquiring landowner management accomplishment information.
 - 2. Meet with NRCS offices to establish a process for providing technical assistance on EQIP projects

3. Assist private landowners with the identification and management of Forest Insect and Disease pests.
 4. Market seedling products of the state nursery for use in reforestation, shelterbelts, windbreaks, and restoration projects.
- C. Work with FAB to organize Strategic Federal Program Delivery, collaboration and results monitoring.
1. Participate in the identification and selection of 2009 federal competitive grants application sites.
 2. Participate in Multi Agency Integrated Restoration Strategy project selection.
 3. Participate as necessary with development of Statewide Resource Assessment and Response Plan.
 4. Participate in local wildfire rehab groups as identified in Multi-Agency Wildfire Rehab MOU as need and work schedule allows.
- D. Urban Forestry
1. Identify, implement and expand “developing” and “managing” community forestry programs in Montana communities through technical, financial and volunteer coordination assistance.
 - a. Assist in the completion of two inventories or management plans with participating communities.
 - b. Tree City USA Recruitment
 - 1) Make one Tree City USA presentation to a potential community.
 - 2) Designate one new TCUSA.
 4. Organize/coordinate Arbor Day celebrations in participating Eastside communities.
 - a. Assure as best as possible DNRC participation in all Eastside participating communities.
 - b. Assist interested communities with grant proposal development.
 - c. Identify and prioritize need for technical workshops. Provide two workshops.
 5. Host one Arborist examination.

6. Host one Urban Forestry display booth.
 7. Produce one Eastside UF Newsletter by July 31, 2009.
 8. Make contact with key communities, including personal visits with Tree City USA designees and recent grant recipients as well as other communities with expressed interest in developing their urban forestry program.
 - a. Contact all active communities by phone.
 - b. Conduct onsite visits with at least 8 active communities.
7. Land Office Contacts
- a. Maintain communication with staff on each Land Office at least once during fiscal year; for example attend a staff meeting.

TRUST LAND MANAGEMENT DIVISION

- A. Obtain final subdivision approvals from the City of Billings for Skyview Ridge Subdivision. Concurrent with this, completion of a Park Master Plan and property appraisal by consultants. SLO will complete EA and other steps needed to sell residential parcels via Land Banking and market commercial lots for lease in coordination with the REMB.
- B. Complete all agricultural and grazing lease renewal evaluations by November 1 and take corrective action to address any management problems.
- C. In coordination with the REMB, review draft and final Environmental Impact Statements from Alternity Wind (Springdale Wind Farm) and facilitate the process for a potential project.
- D. Identify and address minerals management opportunities on oil, gas, or coal leases.
- E. Inspect all home site and special leases/licenses currently up for renewal/review and/or areas in decline, and take corrective actions to address any problems.
- F. Manage County Cooperative Weed Agreements and prioritize weed projects for the monies allocated to the Area Offices.
- G. Review and approve/disapprove contracts associated with involvement in programs authorized under the federal farm bill, including Direct & Counter Cyclical Program, Loan Deficiency Program, Disaster Program, and CRP.

- H. Evaluate and process applications for easements, LULs, SRULs, coal bed methane, oil, gas, and gravel leases and permits in a timely, prompt manner and ensure fair market value is received by the SLO for all transactions.
- I. Utilize the Land Banking Program to sell DNRC nominated and Lessee nominated parcels and, identify and pursue acquisition of legally accessible higher revenue-producing properties.
- J. Participate in the Real Estate Project Identification Team.
- K. Address recreational access complaints and coordinate with Bureau on enforcement.
- L. Assist NELO, ELO, and CLO with timber sales and permits, and continue to monitor and evaluate workload within this land office area in the timber program.
- M. Assist ELO with land use planning activities as needed and assist the REMB in marketing of property to appropriate potential lessees.

SOUTHWESTERN LAND OFFICE

ALL PROGRAMS

GENERAL ADMINISTRATION

- A. Develop Land Office operations procedures for administrative functions.
- B. Select consistent day of month for SWLO staff meetings and invite Division Administrators and Bureau Chiefs to attend at least one meeting during the year.

PUBLIC SERVICE

- A. Provide prompt and courteous service to members of the public.
- B. Maintain effective working relationships with cooperators, contractors, and lessees.

PERSONNEL

- A. Provide a safe and productive work environment.
- B. Conduct performance evaluations, understand employee motivations and desires, and intervene early in personnel problems.
- C. Provide training and career development opportunities that enhance job performance and advance employee skills.
- D. Build and maintain positive morale.

BUDGET

- A. Manage Budgets within established parameters.
- B. Communicate budget status and coordinate with Department staff on budget management issues.
- C. Develop estimates of fixed costs for both the Land Office and the Units in order to budget available FY funding.

FORESTRY DIVISION PROGRAMS

FIRE & AVIATION MANAGEMENT

- A. Ensure safe, economic and efficient protection of life and property from wildfire within state and county fire protection boundaries.
- B. Control 95% of all DNRC direct protection wildfires at 10 acres or less. Provide for investigation of human caused fires and cost recovery billing as appropriate. Ensure fire reports are completed in a timely fashion and submitted to Fire & Aviation Management Bureau.
- C. Conduct After-Action Reviews of major project fire incidents, and significant multiple fire situations and the fire season on an as needed basis and annually.
- D. Facilitate implementation of National Fire Plan (NFP) grants with local government agencies, Bitterroot RC&D and Headwaters RC&D. Target grants toward fuels reduction projects within Urban Wildland Interface (UWI) areas to include State Trust Lands adjacent to UWI. Continue development and progression of fire prevention goals and objectives to meet current day and future needs.
- E. Ensure that Unit and Land Office fire prevention plans are updated and submitted to the Fire Bureau by May 1, 2009.
- F. Review the State-County Cooperative Fire Management Agreements to ensure they are current and pertinent to wildland fire management needs. Update Missoula County agreement by the end of FY08.
- G. Fleet Management -- Maintain and inspect all direct protection initial attack and secondary fleet annually each fall. Inspect all county equipment annually each spring. Complete one type VI engine re-development for replacement within the State-County Cooperative Fire Management program each year.
- H. Continue to work on plans and methods to improve working relationships with local government entities addressing areas of Urban Wildland Interface hazards and risks.
- I. Maintain a trained and qualified workforce to address fire and aviation suppression needs. Work with interagency partners to develop interactive

training. Maintain qualifications and certifications guidance and records for personnel.

- J. Develop a comprehensive fire and aviation management plan to meet changing needs for the SWLO fire program future.
- K. Participate on Fire Advisory Committee and respond to requests for expertise on local, state, regional and national initiatives.
- L. Participate in Fire & Aviation Management Program committees including Training, Prevention, Communication, Air Operations, and Equipment.
- M. Participate in SW Montana Zone Board of Directors (multi-agency coordinating group) and Missoula Dispatch Center Board of Directors.

FORESTRY ASSISTANCE

Forest Practices

- A. Ensure compliance with forest practices laws.
 - 1. Service Foresters assist as BMP team members.
 - 2. Each Service Forester will participate in BMP workshops and attend at least one BMP Audit conducted on SWLO.
 - 3. Assist with BMP site selection and review as requested by Bureau.
 - 4. Provide information and education and administer compliance with the SMZ law.
 - 5. Conduct site visits on at least 30% of active hazard reduction agreements, distributed between pre-harvest, active operations, post-harvest or slash inspections. Focus on increasing number of “during operations” visits.

6. Reduce the proportion of expired HRAs to less than 25% on each unit by fiscal year-end and the proportion of agreements expired for more than one year on each Unit to a maximum of 14%.
- B. Assist private forest landowners to improve the health of private forests.
1. As priorities and schedules allow, conduct site visits to assist private forest landowners to better understand and manage their forested lands and to improve the health, sustainability and productivity of their private forests.
 2. Assist private landowners with the identification and management of Forest Insect and Disease pests.
 3. As the Landowner Stewardship Management Plan Re-verification program develops, provide agreed upon level of assistance in reviewing plans and acquiring landowner management accomplishment information.
 4. Contact NRCS offices within SWLO to facilitate the cost-share program and provide technical assistance to NRCS in order to supplement Unit budgets.
 5. Continue working to complete and close remaining FLEP cost-share projects.
 6. Work with the Department of Corrections to provide recommendations and furnish technical services related to the management of forest resources on prison ranch lands. Specific objectives include; Preparation and administration of a salvage timber sale project this fiscal year, and development a long term Forest Management Plan for forested prison ranch lands. The Department of Corrections will reimburse DNRC for costs associated with services provided in accordance with a Memorandum of Understanding signed by both Directors.
 7. Work with local RC&D Offices to develop work objectives and time schedules for the RC&D Service Foresters commensurate with funding and complete work within agreed upon time frames.
 8. Work with the Forestry Assistance Bureau Statewide Biomass Coordinator to provide information and technical assistance to ensure adequate supply

of biomass material for Fuels For Schools projects. This includes providing information as requested to the Biomass Coordinator about potential local fuel suppliers and about the level of historic and anticipated land management activity on private and state trust lands. Assist Biomass Coordinator with identifying and pursuing new biomass utilization opportunities in the SWLO area.

9. Market seedling products of the state nursery as opportunities present themselves and by including a nursery message and brochure on each appropriate private forestry assistance visit.

Urban Forestry

- A. Urban Forester – Identify, implement, and expand “developing” and “managing” community forestry programs in Montana communities through technical, financial and volunteer coordination assistance.
- B. Urban Forester - Provide 10-15 hours of continuing education units for certified and non-certified tree care professionals, and provide up to four Certified Arborist Exams statewide, two in each region.
- C. Assist Urban Forestry Program Coordinator with Statewide Community Inventory Project to determine statewide urban forest resources; gather data from communities with completed inventories for input into i-Tree software and identify inventories to be completed.
- D. Urban Forester/Land Office contacts.
 - 1. Submit quarterly updates to Program Coordinator on project work within each land office for inclusion in UCF list serve.
 - 2. Schedule personal visit to staff in each Land Office at least once during fiscal year, for example attend a staff meeting.
- E. Mentor Eastern Region Urban Forestry Specialist as needed with key program elements and training.
- F. Land Office Staff - Participate in Arbor Day celebrations as requested and support the Community Forestry program.

TRUST LANDS PROGRAMS

REVENUES

- A. Gross revenues estimated for FY 2009 of \$4.5 million, predominantly based on timber harvest and real estate management.

TLMS

- A. Continue to train and assist the Units with TLMS use and data entry.
- B. Train Land Office staff in the use of TLMS as necessary.

FOREST MANAGEMENT

- A. Prepare 14.5 mmbf of timber to be offered for sale. Attempt to develop at least one “shelf” timber sale by the end of the FY.
 - 1. Conduct timber salvage operations in a timely manner.
- B. Administer timber sale contracts and permits as harvested.
- C. Implement all Forest Management Rules.
- D. Assist with HCP Planning, Contract Harvesting Study and Enterprise System Development.
- E. Participate on Forest Management Advisory Committee.

REAL ESTATE MANAGEMENT¹

- A. Inspect all cabin/homesite and special leases/licenses up for renewal as well as those where we are having problems or are in areas of decline.
- B. Assist in the sales and acquisition of the Land Banking program through identification of potential candidates for high-value parcels to sell and identification of parcels for acquisition.
- C. Participate in public relations and community outreach with local community groups, planners, and realtors.

¹ Note – Real Estate Management projects are not listed in relative priority.

- D. Participate in the city/county growth policy plan development for counties in the SW region.
- E. Continue to pursue a commercial lease on the Reserve Street property.
- F. Continue research for future Real Estate projects: secure Seeley Lake airport parcel access, negotiate with Double Arrow Homeowners Association for access to state land, and survey Seeley Lake waterfront parcel with due diligence on potential land uses.
- G. Participate in land ownership planning in the upper Blackfoot with the Blackfoot Challenge.
- H. Continue discussions in the Blackfoot regarding conservation licenses.
- I. Process applications for easements, historic rights-of-way, etc.
- J. Promote a window of opportunity for securing historic right-of-ways with counties and utilities.
- K. Continue to work with private landowners and cooperators to secure access to state land through reciprocal access or cost-share/FRTA projects.
- L. Administer new high value (> \$1,000) LUL requests.
- M. Administer recreational use program on state lands in SWLO.
- N. Participate in the Real Estate Management Team for Southwestern Land Office projects and various projects statewide.
- O. Continue working on existing land exchange projects (progress dependent on applicant's interest).
 - 1. Lolo/DNRC exchange – Complete Phase 1 exchange by FY end (Appraisal, EA, public hearings).

2. CB Ranch Exchange – Complete exchange by December 2009.
3. Creech Exchange – Attempt to agree on acceptable proposal.
4. Rock Creek Cattle – Attempt to agree on acceptable proposal.
5. Lyman Creek (FWP Exchange) – Secure preliminary LB approval, conduct public scoping, complete property appraisal, prepare environmental assessment, hold public meeting and render a finding on EA. If sufficient time remains make recommendation for final LB consideration before FY end,
6. Work with the Blackfoot Challenge and Nature Conservatory on the purchase of TNC lands in the Blackfoot through land banking.
7. Work with TLMD, NWLO & TNC to evaluate potential for land exchange with the CS&KT.

FOREST IMPROVEMENT/ROAD RIGHTS-OF-WAY

- A. Complete FI projects within budgets (planting, bloodmeal applications, pronone applications, regeneration surveys, thinning, burning, weed spraying, slash piling, site preparation). Collect cones and conduct tree improvement activities.
- B. Continue annual road maintenance, road inventory projects, right-of-way acquisition, and issuing temporary road use permits.
- C. Set up pre-commercial thinning “shelf projects.”
- D. Continue monitoring programs including BMP audits, water quality sampling, soil monitoring, mid term grazing, snag retention, coarse wood debris recruitment, and silvicultural reviews to ensure proper implementation of rules.
- E. Secure access for timber sale projects on the three-year list.
- F. Continue to work with private landowners and cooperators to secure access to state land through reciprocal access or cost-share/FRTA projects.

AGRICULTURE AND GRAZING MANAGEMENT

- A. Complete grazing and agriculture field inspections (33 leases/licenses, 47 tracts) and identify and initiate corrective actions as necessary. Submit to Bureau by November 1, 2007.
- B. Implement integrated weed management activities as appropriate, including biological controls.
- C. Review/update all weed management plans as necessary. Update County Biennial Weed Agreements

MINERALS MANAGEMENT

- A. Continue issuing small volume permits, conducting permit inspections and monitoring mineral activity.
- B. Assist MMB in reclamation of the McDonald Gold Project lease site.
- C. Provide field recommendations on mineral leasing projects exceeding small volume thresholds.

Approval

**Forestry
Division**

Asministrator: _____ **Date:** _____

**Trust Land
Management
Division**

Administrator: _____ **Date:** _____

